

**HOPEDALE JUNIOR-SENIOR HIGH SCHOOL 2021-2022**  
**PARENT/STUDENT HANDBOOK**



**Hopedale Junior-Senior High School is a community dedicated to providing all students the opportunity to actively pursue the knowledge and skills necessary to participate in society as informed citizens and lifelong learners.**

**Hopedale Junior-Senior High School Values:  
(R.A.I.D.E.R.S)**

- Respect
- Active Citizenship
- Integrity
- Diversity
- Excellence
- Responsibility
- Service

**21st Century Learning Expectations**

In addition to mastering the content expectations outlined in the state frameworks, Hopedale Junior-Senior High School students will

1. read, analyze, and comprehend a wide range of written material.
2. solve problems and construct meaning through logical, scientific, and critical thinking.
3. employ effective oral and written communication skills.
4. utilize media literacy skills to research, organize, evaluate, and communicate information.
5. demonstrate creativity and innovation.
6. collaborate effectively with diverse teams.

#### Non-Discrimination

The Hopedale Public Schools do not discriminate on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, military status, disability, pregnancy or pregnancy related condition.

#### Title IX

Issues related to Title IX should be directed to the Pupil Personnel Services Director at 508-634-2240.

### **EQUAL EDUCATION OPPORTUNITIES**

The Hopedale Public Schools insures equal employment and educational opportunities for its employees and students and does not discriminate on the basis of race, color, creed, age, national origin, gender identity or gender in compliance with Title VI and Title IX, or disability, in compliance with Section 504 and the Americans with Disabilities Act, or sexual orientation in compliance with G.L. c.151B. Further, the Superintendent of Schools is designated as the compliance officer for all-applicable laws and regulations to ensure that the above conditions are obtained, and that all steps necessary to implement applicable regulations and procedures are taken.

If you need a translation of any portion of this document, please notify the PPS Office at (508) 634- 2240.

Si Ud. necesita ayuda, por favor llame a: the PPS Office at (508) 634-2240.

Se você precisar de ajuda, por favor ligue para o PPS Office at (508) 634-2240

إذا كنت بحاجة إلى الترجمة العربية ل أي جزء من هذا البرنامج من الدراسات ، يرجى إبلاغ بام سميث في 508 634 2240 .

### **GENERAL INFORMATION**

School Colors - Royal Blue and White  
School Symbol - Eagle  
School Nickname - Hopedale Blue Raiders

#### **Visitors to School**

All visitors to the school **must** register in the **Main Office**. Visitors may not see teachers or students during class time, except for emergencies. Students wishing to bring a visitor to school should request permission from the Principal the school day before the visitor is to attend classes. This enables the teachers involved sufficient time to prepare for a visitor to their classes.

#### **Parent Conferences**

Parents are especially welcome to visit the school. Conferences regarding students may be arranged through the Principal's Office or the Guidance Office.

Back to School Night will be held at the end of September. The goal of Back to School Night is to allow the parent/guardian to gain an understanding of what the expectations are from each of their child's classroom teachers. Please email the teacher directly if you would like to request a parent/teacher conference.

## **SCHOOL EMERGENCY PROCEDURES**

### **Fire Drills**

Fire drills may occur at any time during the school year. Specific instructions for exits are different for each building area. Exit instructions for each room are posted in a conspicuous place. When the alarm sounds, leave through the designated exits quickly and orderly. DO NOT STOP. GO DIRECTLY OUTSIDE. Once outside the building, stand clear of any apparatus concerned with the drill or emergency. Remain outside until signaled to return to the building. It is very important that students remain with their class in the assigned area during the fire drill. Specific responsibilities and procedures to be followed by teachers are defined in the school's emergency procedures flip chart.

### **Emergency Closings**

In the event of an emergency closing (snow, for example), whether in the morning prior to the opening of school or during the day because of an emergency situation, the closing will be announced on the area radio stations and via our automated call system.

Students are not to call the police or a local radio station. The lines need to be left open for emergencies.

## **ATTENDANCE**

### **STATEMENT**

One of the most important records that students establish in school is an attendance record. The administration and teachers at Hopedale Junior-Senior High School believe that classroom activities constitute the heart of the educational process.

Time lost from class can never truly be regained. In particular, the important benefits derived from teacher explanations and from the interaction among students, and between teacher and student, cannot be replaced. Demonstrations, laboratory exercises, oral presentations, and debates are particularly difficult to make up outside of the regularly scheduled class. Research has indicated a strong relationship between attendance at school and success on standardized tests.

The Massachusetts General Laws relating to education specifically state the responsibilities of parents, pupils, and the school regarding

attendance. School attendance prior to age 16 is compulsory. Pupils are expected to obey the attendance regulations if they wish the privilege of a high school education.

Students who have reached the age of majority (18) are subject to the same rules and regulations as minor students, unless the student has submitted to the school a notarized court document that declares the student to be an "Emancipated Minor". The school may call the parent/guardian at home or at work to verify a student's absence. It is the parent's/guardian's responsibility to monitor student attendance, and parents/guardians should feel free to contact the administration at any time for assistance in this matter. In conjunction with this policy, students who have reached the age of majority (18), **may not** dismiss or call themselves in as being absent from school.

Parents can access their student's attendance records online via the Parent Portal. Please contact the office for information regarding access to the Portal.

### **ATTENDANCE DEFINITIONS:**

#### **Absent from School (A)**

Absence from school with parental notification to school of their student's absence due to undocumented illness (no doctor's note), family vacation, etc. within 24 hours of absence date, via absentee line.

#### **Truant from School (TR)**

Absence from school without parental notification to school within 24 hours of absence date.

#### **Tardy to School (T)**

A student is tardy to school when he/she is not in his/her assigned first period classroom by 7:40 am. A student will be considered either tardy to school excused, or tardy to school unexcused/truant. Students who arrive to school after 7:40 am without a documented excuse will report to the main office, and he/she will be marked T. Students who arrive to school after 7:40 am with a documented excuse will report to the main office, and he/she will be marked T-E (tardy excused.)

#### **Late to Class (LC)**

A student is late to class when he/she arrives at his/her assigned classroom after the bell.

#### **Dismissed from School (D)**

This is the process of allowing a student, with authorized parental confirmation, to leave school prior to the end of the school day. Students who are dismissed prior to the end of the school day with a documented excuse will be marked D-E (dismissed excused).

#### **Absent Excused (A-E)/Tardy Excused (T-E)/Dismissed Excused (D-E)**

To be excused, the absence, tardy or dismissal must be attributed to one of the following:

- Doctor's appointment with medical note
- Court appointment (certified by clerk)

- Social Services appointment
- Bereavement
- Notarized college visit
- Documented illness confirmed by nurse (multiple days only)
- Suspension from school
- Family issue (administration approval)
- Religious Holiday

**Absent Unexcused (A)/Tardy Unexcused (T)/Dismissed Unexcused (D)**

An absence, tardy or dismissal not attributed to one of the above reasons is deemed unexcused.

**ATTENDANCE PROCEDURES:**

**Absence**

- Call and notify the office at (508) 488-5608 on the day of the student's absence.
- If a student is absent from school, and the school has not received parent/guardian notification of this absence, the school will notify the parent/guardian of the student's absence from school by way of an automated call.
- If no parental notification is received within 48 hours of the student's absence, the absence will be considered as a truancy from school and subject to disciplinary and academic consequences.
- The student must make up all class work that was missed during the absence in accordance with the make-up policy.

**Tardy to School**

- If a student arrives late to school (after 7:40am) without documentation that complies with the school's acceptable excused policy, then he/she will report to the main office before reporting to class, and the student's attendance record will reflect Tardy to School (T)
- If the student is tardy to school and has notification that complies with the school's acceptable excused policy, then he/she will report to the main office with notification and will be recorded as Tardy Excused (T-E) in the attendance record. Acceptable excuses are noted in the section on page 4.
- If a student arrives late to school, 20 minutes or more after the first academic period, then he/she will report to the main office and the student's attendance record will reflect Tardy to School (T) for the academic period he/she arrives; if the student does not have documentation that complies with the school's acceptable excused policy, then the student will be considered truant from all classes missed before checking in to school. The class cut policy will take effect for those missed classes.

**Dismissed from School**

- All dismissals from school require a parental note indicating the appointment date and time as well as telephone numbers of both the parent and appointment site.
- Without a parental note, a parent or authorized emergency contact must sign the student out in the main office.

- **No student will be dismissed via a parental telephone call without documentation of an authorized excuse.**
- **In the case of a family emergency, only an administrator can approve the student's dismissal without prior consent and documentation.**
- Students leaving school due to illness must be dismissed through the school nurse's office.
- If a dismissal is determined to be necessary by the school nurse, a parent/guardian must pick up the student.
- If a student is being dismissed but will be returning to school, the same procedures as tardy to school are followed.

### **AUTOMATED CALL SYSTEM** **INFORMATION AND COMMUNICATION SYSTEM**

Hopedale Public Schools uses a Call Notification System to communicate information quickly and efficiently to a large **group\*** of students, parents and/or staff. The Call System is used to share information regarding a variety of topics such as:

- School closings due to inclement weather
- Notification of unexcused absences
- Event notifications, cancellations or changes
- Emergency situations such as power outages, utility shutdowns, or other conditions that may require early dismissal of students.

Each household may submit two contact phone numbers to be used in the Call system. **\*The Call System is not intended to contact parents regarding individual student concerns or emergencies.**

### **ATTENDANCE CONSEQUENCES:**

#### **Legal Consequences:**

A CRA (Child Requiring Assistance) application may be filed in juvenile court after eight (8) unexcused absences in a quarter or when a student, who is under the age of sixteen (16), is chronically truant from school. Under Massachusetts compulsory attendance laws (M.G.L. ch. 76, §2), parents/guardians can be held criminally negligent if a student misses 7 full days or 14 half days of school within a six month period.

#### **Additional Consequences:**

Truancies may result in a loss of student privileges including, but not limited to: Athletic participation, school functions, prom, class night, dances, and parking privileges. Formal notification of this action will be mailed to the student's parent/guardian. If a student fails to comply with the school's sign-in policies when late or tardy, the student will be considered in violation of the school's Attendance Policy and will be issued a disciplinary response for "failing to check into school." Chronic truancy will be brought to the attention of the school's Resource Officer. Unexcused absences, dismissals, and tardies may result in: no opportunity for make-up, "0" for class work, detention(s), and/or suspensions.

- 3 times tardy to school in one quarter : Office Detention
- 6 times tardy to school in one quarter : Extended Detention

- 9 times tardy to school in one quarter : Saturday Detention
- 10+ times tardy to school in one quarter : Suspension (ISS or OSS)
- 1 class cut / truancy : Extended Detention
- 2 class cuts / truancies : Saturday Detention
- 3+ class cuts / truancies : Suspension ( ISS or OSS)
- Parents will be called after each class cut referral

### **Note on Family Travel**

**Parents are requested to schedule family trips when school is not in session.**

If it becomes necessary for a student to be absent because of a family trip, it is the responsibility of the student to notify his/her teachers a minimum of two weeks prior to leaving. Completed assignments are due upon return to school. A student has 5 school days to make up any missed assessments. Failure to follow these guidelines may result in failing grades for these assignments. Parents must be attentive to dates of state mandated MCAS testing as attendance for testing is critical.

It is important to note that absences due to family trips are unexcused according to our attendance policy.

### **Religious Holidays**

Students participating in religious holidays should not be expected to continue school work at home on the day(s) of the religious holiday. Teachers are encouraged to avoid giving assessments on these days. Absences due to religious holidays are excused absences according to our attendance policy.

### **Make-Up Work**

Although students may make up missed work/assignments for absences and tardies determined to be excused by the Main Office, there are valuable discussions and directions given during class time that the student can never regain.

**It is the responsibility of the student to see their teachers and to make arrangements to make up any work missed during excused absences.** Work must be made up within the number of days absent plus one (i.e., two (2) days absence requires make-up within three (3) days of the student's return to school).

**A student who is absent from school for a period of three (3) or fewer days is expected to see their teachers upon returning to school to arrange to make up work missed and gather their assignments.** For absences of more than three (3) days, the parent/guardian may contact the Guidance Office by telephone at (508) 488-5660. The office will collect assignments from the faculty at that time and send them to the student via a sibling or the parent/guardian may come to pick it up in the Main Office.

Although teachers are not required to allow make up work after unexcused absences, a student may request a teacher to allow him/her to make up work missed during the unexcused absences only

up to 2 weeks following those absences. Make up work is not to be accepted more than 2 weeks beyond the unexcused absence day.

**A student who is tardy to school is responsible for seeing the teacher of any class that he/she missed as a result of that tardiness.** Teachers should expect that a student, who is in school, but has missed class, will meet on that day to pick up any assignments and or complete any missed work including tests or quizzes.

#### **Attendance at School Functions**

Any student who is dismissed prior to 10:42 am, who is absent, or who arrives to school after 9:00 am, will be ineligible to participate in any extra-curricular and/or co-curricular activity for that day, except in extraordinary circumstances with special permission from the Principal's Office. Students who are suspended or are absent without an acceptable excuse may not participate in, or attend, any extra-curricular and/or co-curricular activity during the period of the suspension or the day of the unexcused absence.

Team policies may vary; please be aware that absence from school/practices/games without an acceptable excuse or for a non-academic school trip may result in missed playing time. \*Please see the Athletic Handbook for more information.

#### **Withdrawal from School**

Withdrawal occurs when a student leaves school. It is expected, upon withdrawal, that a student will meet with his/her guidance counselor. The guidance counselor and Principal must be informed of the reasons for this action. Upon request, appropriate withdrawal or transfer forms will be provided.

Please refer to M.G.L. ch. 76, §18 for more information.

#### **Definition of School Property**

For purposes of defining what is considered school property during the school day, Hopedale Jr./Sr. High School defines its property as the High School building, adjacent lots, building grounds, Draper Gymnasium, the Community House and all areas used by the physical education department – including Adin St./Dutcher St. sidewalks etc. All rules and regulations that apply to students during the school day apply to these properties. The school day is defined as 7:30 am to 2:35 pm regarding those properties not directly under the school district's control. **When practices or games are being held at Town Park, Phillips Field, Draper Field, or Memorial School, all rules and regulations are in effect and disciplinary action may be taken for any violation.**

#### **Video Surveillance**

Hopedale Jr./Sr. High School employs the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by administration.

Notice is hereby given that video surveillance may occur on District

property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

**Daily Time Schedule:**

**Grades 7 – 12**

Locker Access Bell	7:30
Warning Bell	7:38
Period 1	7:40– 8:40
Period 2	8:43 – 9:43
Break	9:43 – 9:48
Period 3	9:49 – 10:49
Period 4 (Lunch)	10:54 – 12:31
1 <sup>st</sup> Lunch:	10:54 – 11:16
2 <sup>nd</sup> Lunch:	11:19 – 11:41
3 <sup>rd</sup> Lunch:	11:44 – 12:06
4 <sup>th</sup> Lunch:	12:09 – 12:31
Period 5	12:34 – 1:34
Flex Block	1:34 – 2:05
Early Dismissal	11:15

\*Upon arrival to school, students are expected to report to the cafeteria and wait for the 7:30 bell allowing students to access their lockers. Students are not expected in the building prior to 7:15 a.m.

## **ACADEMICS**

### **Graduation Credit Requirements**

Class of 2022: 23 credits

Class of 2023: 23 credits

Class of 2024: 23 credits

Class of 2025: 23 credits

### **Credit Requirements for Class Promotion in 2020-2021**

To 9<sup>th</sup> Grade (Class of 2025): Pass 4 of 5 Core classes in 8<sup>th</sup> grade

To 10<sup>th</sup> Grade (Class of 2024): 4 credits accumulated

To 11<sup>th</sup> Grade (Class of 2023): 10 credits accumulated

To 12 Grade (Class of 2022): 17 credits

Please Note: Seniors must pass a minimum 4 credits including math and English

### **Graduation Requirements**

1. The following minimum course requirements will be needed for graduation:
  - **English** - 4 credits
  - **Foreign Language** - 2 credits -Exemptions noted below
  - **Math** - 4 credits
  - **Science** - 4 credits (3 credits must be lab science)
  - **Social Studies** – 3 credits
  - **Electives** - 4 credits
2. **Students must meet all state-mandated testing requirements (MCAS) and complete any mandated educational proficiency plan requirements in order to receive a diploma.**
3. **Students requiring an Educational Proficiency Plan (EPP) must meet local/state determined expectations in math and English**
4. **Exemptions are available for the foreign language requirement through the Guidance Office. This exemption may restrict a student's post-secondary options.**
5. **All students are required by Massachusetts General Law to participate in physical education classes each year.**
6. **A Community Service Requirement of 10 hours upon graduation will be required. See section on Policies for detailed guidelines.**

### **General Definition**

Community service denotes activities which students perform to benefit at least one other unrelated person and for which they receive no payment and no academic credit and which is not required by any other organization. Ten (10) community service hours will be required by Hopedale Jr-Sr High School students.

Community service may be performed at any time from the first day of

freshman year to the first week of May senior year. Completion forms must be signed and submitted to the Guidance Office. A minimum requirement of five hours must be completed by the first day of junior year. The minimum requirement of ten hours must be completed and submitted to the Guidance Office. Students who fail to submit their completion forms on time may have their senior privileges revoked. Students who are new to Hopedale Jr.-Sr. High School in their senior year will be given the whole year to complete this requirement.

Students may perform one single kind of service or many different kinds. Service may be performed all during the same period or over an extended time. Students are encouraged to begin their community service during their freshman year.

### **Specific Guidelines**

- Academic credit: Community service for which academic credit is given will not be accepted
- Court: Community service which is assigned by the court will not be accepted
- For-Profit companies: Community service performed through profit-making companies (e.g. places of student employment) is not accepted. Exception will be volunteering at hospitals and nursing homes
- Family: Activities to help a family member will not be accepted

**Some examples of Community Service may include: Milford Hospital, Hopedale Library, Bay Path Humane Shelter in Hopkinton, Milford Humane Society, Draper Place, Teaching Sunday School or CCD - unless required for confirmation, unpaid baby-sitting during religious services, painting buildings, soup kitchens, PTO events, mentoring at Hopedale Memorial Elementary school, clothing drives, youth group work with shelters or food pantries, mission trips whose goal is community service. Volunteering for Special Olympics, filming a community event or extra curricular activity for school or local cable access and activities similar to these are acceptable.**

See the Community Service Resource Booklet available in the Guidance Office and on the Guidance website for more examples.

### **General Information**

- All students must carry the equivalent of 6.5 classes
- Some courses include field trips as part of the learning experience. There may be a small fee for these trips
- A 1-credit course will meet for the full year or during two periods for one semester
- A 2-credit course will meet for 2-linked periods for the full year
- A .5 credit course will meet for 1 semester
- A .25 credit course will meet for one quarter

### **Course Selection Changes and Add/Drop Requirements**

The course selection process should be a cooperative venture among the student, parent, teacher, and counselor. It is expected that students will make a commitment to their choices. Once the school year has begun, changes will be discouraged. A valid educational

reason is required. In addition, the student must obtain the approval of teachers, parent/guardian, and guidance counselor. Details and timelines include:

- Student/parent-initiated schedule changes for semester and year-long courses must be added or dropped before the 21<sup>st</sup> school day or on the 21<sup>st</sup> school day of the second semester of courses that only meet that semester
- Quarter-based courses must be added or dropped before the 10<sup>th</sup> day of the quarter
- Any changes made after the 21<sup>st</sup> or 10<sup>th</sup> day will result in a "Withdraw/Pass(WP) or a Withdraw/Fail (WF) on the official transcript
- A Course Change form will be required for any course change after the first three days of the school year. The form must be signed by the student, all affected teachers, the guidance counselor, and a parent/guardian
- Please be aware that any class dropped will not be calculated into the student's GPA; however, the "WP" or "WF" will appear on the transcript

## **REPORTS TO THE PARENT OR GUARDIAN**

### **Report Cards**

Report cards will be issued quarterly for Grades 7-12. Included as part of each report card shall be the following:

- Term evaluation of student effort and conduct in each subject.
- Yearly and semester credit unit status (not applicable to Junior High)
- Term attendance record
- Final examinations will be conducted for all students in Grades 7-12. Early release time will be utilized to ensure that the proper focus and integrity are invested by both students and faculty in this process. Two exams of two hours each will be scheduled for the four-day exam period. Exams will be held for semester and full-year courses only.
- Final examinations for full year courses will comprise 8% of the student's final average. (Quarterly grades will each comprise 23% of the final average.)
- Final exams/projects will encompass materials covered in Quarters 3 and 4.
- Exemptions are available in Grades 12 for final exams in full year courses only and will be limited to those students receiving an average of 90 or greater for the year.

### **Progress Reports**

Student progress is continuously available via the Parent Portal. Parents who indicate a need for a written report of progress at the midpoint of each quarter may make a request through the Principal's Office.

### **Transcripts**

Student/parent-initiated schedule changes for semester and year-long courses must be added or dropped before the 21<sup>st</sup> school day or on the

21<sup>st</sup> school day of the second semester of courses that only meet that semester. Quarter-based courses must be added or dropped before the 10<sup>th</sup> day of the quarter. Any changes made after the 21<sup>st</sup> or 10<sup>th</sup> day will result in a "Withdraw/Pass(WP) or a Withdraw/Fail (WF) on the official transcript. Please be aware that any class dropped will not be calculated into the student's GPA; however, the WP or WF will appear on the transcript.

### **Marking System**

The marking system is an evaluation by the teacher of a student's performance in required work, and serves as a periodic report to the parent/guardian of student progress. Grades will be based on actual performance. Tests given comprise a portion of a mark in conjunction with class work, homework, and other projects influencing the mark.

#### **NOTE:**

- If work in any subject has not been completed at the end of the term, a mark of **"I"** is given denoting an **incomplete. A period of two weeks is allowed to make up the missed work or the mark is forfeited, thereby affecting the credit.** The Principal must approve any exception to this rule.
- For report card purposes only, **55** will be considered the lowest failing grade to record for the first and second terms of the course. Students with greater than 6 unexcused absences during the term will not be eligible to receive the 55 and will be awarded the actual grade that the student achieves. This policy will refer to class attendance and not necessarily daily attendance. Please see our attendance policy to review requirements for excused absences.
- **Students who receive an academic 55 for a quarter may be put on an academic improvement plan designed by the teacher and/or guidance. The improvement plan may include mandatory after-school sessions.**
- Effort and Conduct shall be recorded separately and evaluated using the following scale:
  1. Excellent
  2. Satisfactory
  3. Improvement Needed
  4. Unsatisfactory

### **Summer School Policy**

Students failing courses during the school year will be allowed to make up courses during the summer according to the following guidelines:

- No more than two courses may be taken for make-up credit.
- Students will not be eligible to earn summer school credit if the student earned less than 55 in the course during the school year.
- Pupils must attain an equivalent average of 80 in courses taken for credit in summer school in order to receive a passing grade of 65 for the year. The grade is recorded on the academic transcript as a 65.
- Summer course credit will be allowed only for those courses taken

and failed during the current school year unless waived by the Principal.

### **Honor Roll**

**Principal's Honors** – Grades in all subjects must be 90 or above.

**High Honors** – Grades in all subjects must be 85 or above.

**Honors** – Grades in all subjects must be 80 or above.

### **Grade Point Average (GPA) Calculation:**

A student's GPA is calculated using the following formula:

Sum of each course's Weighted Grade Point Value x course credit  
divided by total credits for the year.

### **Directed Study (After School)**

Extra Help is available with classroom teachers from 2:05 to 2:35 pm.

A late bus will be available at 3:00 pm for students who purchase a bus pass. Extra Help will be cancelled on Early Release Days and when staff meetings are scheduled.

### **Examinations**

Final student performance examinations will be given in all major subjects at the secondary level.

## **HOMEWORK GUIDELINES**

Homework is an extension of the classroom and is an integral component of our instructional program. Homework can serve a variety of purposes, such as drill and practice, stimulation for class discussion, review and preview of instructional topics, assessment of reading comprehension abilities, and the reinforcement of lessons. Homework may be graded, reviewed to identify misunderstandings and provide instructional clarity, or utilized as a basis for class discussions. Parents may help their children by providing an appropriate setting for study, as well as by encouraging perseverance and time management practices that ensure adequate attention to the completion of assignments to the best of the student's ability.

The following procedures are considered to be best practices with regard to homework assignments:

- Teachers should provide clear, concise instructions / expectations including the posting of assignments on their websites or Google Classroom pages.
- Teachers should provide instruction with regard to the amount of time required for adequate completion for both long term and daily assignments.
- Teachers should provide timely feedback to students with regard to all assignments.
- Students should have an expectation of 30 minutes of homework each night in core (full year) classes.
- Students are encouraged to make responsible choices and a commitment to an adequate effort to complete all assignments.
- Students should utilize Blue Raider Flex Block as well as after school time (2:05 - 2:35) to ensure that they understand classroom instruction and homework assignments.
- Daily homework assignments may account for not more than

20% of a student's quarterly average

Homework may include but is not limited to:

- short and long term projects
- review packets / worksheets
- reading with comprehension questions / reflection / response journals
- writing / essays
- research
- practice / application / review of instruction

#### HOMEWORK FREE WEEKENDS

- In order to reduce stress, one (1) homework free weekend per month will be announced by the Principal before the start of the school year. Teachers should not expect students to work on projects or study during these assigned weekends. Months with extended vacation periods often will not include additional HW Free weekends, since we encourage teachers to allow homework free vacation periods instead.
- It is strongly recommended that vacations be homework free and that projects should not be assigned for completion during vacation periods. It is acceptable for students to elect to complete projects over a vacation period in agreement with the classroom teacher.

\* AP classes are an exception to the homework free guidelines. Students electing to enroll in an AP course should understand the elevated expectations for performance and preparation in these classes.

### **CAFETERIA SERVICES**

The school serves a well-balanced and nutritious hot lunch each day. The weekly menu is posted in the school, in the newspaper (The Milford Daily News), on local cable television, on the Hopedale school website, and is also announced daily over WMRC Radio in Milford. Students may purchase a lunch in the school cafeteria at a reasonable cost or bring their lunch from home. One-half pint of milk included in the school lunch is also available for purchase by students who bring their lunch.

#### **Free and Reduced Price Lunches**

Children from families whose parents/guardians are receiving public assistance or are receiving public assistance themselves, as well as children from families whose annual net income falls below the threshold listed according to family size, are eligible for free lunches upon proper application. Applications will be distributed to all students on the first day of school and are always available in the main office.

Annual net income above these designated levels requires full payment for lunch, except if in the judgment of local school officials, there are special circumstances, which warrant reconsideration. For further information concerning reduced and free lunches, contact either the Office of the Superintendent of Schools or the Office of the Principal. Also, should your circumstances change during the school year, please

feel free to complete a meals application.

### **Lunch Regulations/Food and Drink**

Breakfast Break everyday at 9:40 offering Bagels, Cinnamon Rolls, Fruit Snacks, Water and Juice all for \$1.00 each, .30 cents for reduced

- The price of lunch will be \$3.25, .40 cents for Reduced An 8 ounce milk is \$0.75.
- All students are expected to proceed quietly to the cafeteria during their assigned lunch period and remain in the cafeteria throughout the lunch period.
- Food and drink may be allowed in classrooms at the discretion of the classroom teacher and in accordance with the district's wellness policy.
- Bottled water is allowed in the classroom.
- Only the restrooms next to the cafeteria area may be used during the lunch period.
- Disciplinary action will result if students are in a non-designated area when they should be in lunch.
- Eating in the cafeteria is a privilege and should be considered as such. Unruly conduct or failure to observe these regulations will result in disciplinary action and may result in a suspension of the privilege and/or suspension from school.

## **STUDENT SUPPORT SERVICES**

### **Student Intervention Team**

The Junior-Senior High School has established a Student Intervention Team, which is comprised of a number of different professional personnel within the school, including the guidance staff, principals, adjustment counselors, special education chair, and school nurse. The goal of the Student Intervention Team is to ensure all students can succeed in the mainstream education and determine appropriate courses of action and services for students in need. Teachers, staff members, or members of the Team can recommend students be brought up at the meeting and pertinent issues or concerns addressed. The Team meets regularly, which provides a consistent forum in which the statuses of students can be discussed and appropriately addressed by present Team members.

### **Students with Disabilities**

Everyone is capable of learning. Given the many variables that impact learning, it is not surprising that some students may experience difficulty at some point. There are many ways in which any student can receive assistance from school when these difficulties arise. Extra assistance can come from the classroom teacher or instructional assistant by direct involvement. Teachers are able to make accommodations within the classroom if they know a student responds best to a particular approach. Additionally, there is a range of learning tools and strategies that can be used to help students within the class. Parents seeking to work with their children at home can consult with the teachers to find additional ways of providing support.

For students who have a disability and are eligible, support services

can be provided under the umbrella of two federal laws which serve as guides for the schools. One of these laws is Section 504 of the Rehabilitation Act of 1973, a civil rights law. This law was passed to prevent discrimination against individuals with disabilities. This law also guarantees that the educational needs of students with physical or mental impairments which substantially limit one or more of their major life activities (i.e., walking, learning, etc.) will be met as well as the needs of non-disabled students are met. For example, a child with a specific disability or impairment that interferes with the ability to access classroom learning, or the school's physical environment, may be eligible under Section 504 to receive services or accommodations that will give him/her the chance to participate in the class to the same extent that non-disabled students participate.

Under this regulation, if a student is eligible, a team of educators within the building develops a Section 504 Plan that will recommend services and/or accommodations. Parents seeking more information about eligibility under Section 504 can contact the Building Principal or his designee.

### Special Education

The other support program within the public schools for students with a disability is special education, which is governed by two laws, the Individuals with Disabilities Education Act ("IDEA") and M.G.L. Ch71B. To be eligible for special education under these laws, a student must have a recognized disability that interferes with his/her ability to make effective progress in school and requires specially designated instruction in order to make effective progress in school. In addition the student would need to or require related services in order to access the general curriculum. An education TEAM, including parents, makes decisions about eligibility and programming. If a TEAM finds a student eligible for special education services, the TEAM will draft an Individualized Education Program ("IEP") that will propose appropriate accommodations, services, and specialized instruction for the student. Parents seeking more information about special education can contact the TEAM Chairperson assigned at the school. In addition, there is a Brochure of Procedural Safeguards available from the TEAM Chairperson or the PPS Office.

### School Psychologist

The primary function of our School Psychologist is to identify, evaluate, and interpret the results of any problems that impede a student's ability to adjust, learn, and be successful in a general educational setting. The school psychologist consults as a resource for classroom teachers and other supporting professionals in making recommendations and developing educational objectives for children with varying disabilities.

### School Guidance Counselors

School Guidance Counselors provide assistance to students in the areas of academic achievement, career, and social-emotional development. Guidance Counselors assist students with individual planning, goal setting, post-secondary options, and short-term

counseling. School Guidance Counselors collaborate with families, teachers, administrators, and the community in order to advocate and support students in the school setting.

#### School Adjustment Counselors

The School Adjustment Counselors provide services to referred special education and regular education students on a scheduled and as-needed basis in order to address academic, social, and/or emotional issues that relate to school adjustment. Services can either be provided individually or in a small group setting. School Adjustment Counselors also consult with parents/guardians, teachers, administrators, and other specialists in order to assist in supporting the student in the academic setting.

#### Bridge

The Bridge Program is a short-term program that assists students and their families with the process of re-entry and reintegration into the school community following psychiatric and medical interventions that have resulted in extended absences and loss of school time. Bridge staff can provide a variety of services including clinical and academic support, and communication between the school and other service providers. Referrals through the guidance department are a criteria into the program.

### **HEALTH SERVICES**

The health and well being of a student is the primary responsibility of the parent or guardian. The health services in school are intended to extend and supplement the familial responsibility, rather than serve as a substitute for the same. The school nurse is available from 7:40 am to 2:35 pm daily. Students who wish to see the nurse must receive a pass from a teacher. Students should not go to the nurse's office between classes unless absolutely necessary. When a student returns to the classroom from the nurse's office, he/she will be provided with a signed pass that indicates the time the student left the office.

#### **Mandated Screening Procedures for School Age Children**

Following is the schedule for screening procedures mandated by the Massachusetts Department of Public Health. The testing will be performed by the school nurse.

**Vision Screening: Grade 7 and Grade 10**  
**Hearing Screening: Grade 7 and Grade 10**  
**Height and Weight Screening: Grade 7 and Grade 10.\***

The Mass. Department of Public Health has added the new regulation to improve the screening and monitoring of children's weight status across the state. Early detection of children at risk is important for the prevention of developing obesity. In particular, Body Mass Index (BMI) is a reliable indicator for weight status in most children and teens. The BMI provides a guideline based on weight, height, sex, and age to assess children who are underweight, at risk for overweight, or overweight. The regulation requires schools to collect heights and

weights of students in grades 1, 4, 7, and 10. Schools will calculate each measured student's BMI and obtain a percentile ranking for each child to determine weight status according to the CDC guidelines.

**Posture (Scoliosis) Screening:** Grade 7, Grade 8, Grade 9

If a parent/guardian refuses postural screening by the school, written documentation provided by the family physician must be submitted to the school nurse, including the date of the screening, results, and the physician's name.

**MD Physical Examinations**

**Grade 7 – Required**

**Grade 10 – Required**

**Please note:** All student-athletes must have a physical that is current within 13 months. Note: Department of Public Health regulations and the MIAA now mandate that all physicals must remain current and active at all times. If an athlete's physical expires he/she will not be allowed to participate until a new physical has been received.

**Accidents and Illness**

Emergency care is rendered when a student is injured or becomes ill at school. Such students, unless otherwise notified, must report to the Nurse's Office or to the Principal's Office in order to be dismissed. In all cases of dismissal or other emergency occurrence, the parent/guardian or person designated by the parent is notified prior to action by the school. It should be noted that parents/guardians are responsible for providing necessary transportation home, to the hospital, or to any other designated place. Information appropriate to school emergencies **must be kept up-to-date** and on file in the main office.

**Administration of Medicines**

Based on the interpretation of Mass. General Law, Chapter 112, Sec. 80 B by the Board of Registration of Nursing and The Department of Public Health, the following procedures shall apply to all medications. The policy prohibits the dispensing of all medications, including over-the-counter medications (e.g. Tylenol, Motrin, cough medicine) except on written orders by a physician. Medication can only be given by the school nurse with the Medical Administration Form completed and signed by the prescribing physician and parent/guardian. Parents/guardians are responsible for bringing the form and the medication to the Nurse's Office. The medication must be in its original container and labeled with the student's name on it.

The Medical Administration Form is on the school website under the "Nurse" tab. Copies are also available in the Nurse's Office.

**Health Records**

The school maintains student health records that contain information regarding the child's mental, emotional and physical health, past and present, as understood by either the parent or guardian as well as by school authorities. Health records are part of the student school record and will be given to students before graduation. This is the only copy.

**Insurance**

Optional accident insurance is available to all students through the school at a nominal cost. This policy covers the student while attending school, while traveling to or from school, and when

participating in or attending school-sponsored activities. The student must report all accidents or injuries immediately to a teacher or advisor. All boys and girls participating in school athletics must carry insurance or provide written evidence of other coverage at the beginning of the school year. The school does not assume responsibility for any accidents that occur in athletics.

### **Massachusetts Law Addressing the Opioid Epidemic**

On March 14, 2016 Governor Charlie Baker signed legislation into law to address the deadly opioid epidemic plaguing the Commonwealth. The bill is titled An Act Relative to Substance Use, Treatment, Education and Prevention and outlines the requirements for public schools in the Commonwealth to engage in substance use prevention and education. Legislation can be found at <https://malegislature.gov/Laws/SessionLaws/Acts/2016/Chapter52> (see Sections 15, 63, 64, 66).

Because school nurses and counselors are uniquely positioned to discuss substance use among young people, it is recommended that schools allow for opportunities for appropriately trained staff to reinforce prevention, screen for substance use, provide counseling and make referrals as necessary to all adolescents. Adolescent Screening, Brief Intervention, and Referral to Treatment (SBIRT) focuses on prevention, early detection, risk assessment, brief counseling and referral intervention that can be utilized in the school setting. Use of a validated screening tool will enable school nurses and counselors to detect risk for substance use-related problems and to address them at an early stage in adolescents.

The MA Department of Public Health School Health Services, in collaboration with the MA Department of Elementary and Secondary Education, is providing skills and implementation training to assist school districts in successfully incorporating SBIRT into schools.

### **MEDIA CENTER**

The school media center is open each day at 7:30 am and remains open until 3:00 pm, Monday through Friday. Under the direction of a librarian, the media center provides opportunities for students to explore favorite literary pursuits and to investigate areas of curiosity and assignments. While basically a reference and research area, the media center houses opportunities for exploration, periodicals, newspapers, works of fiction, collections of poems, biographies, computers and audio-visual materials to provide stimulating and informative reading. The use of the media center before, during and after the school day must be for academic purposes.

### **TRANSPORTATION SERVICES**

Transportation services are not mandated for students in grades 7 - 12 under the provisions of Massachusetts General Law Chapter 71, Section 68. Hopedale offers a fee-based transportation program. The transportation fee is \$275 per student with a family cap of \$550. This is a non-refundable fee. Students will be issued a bus pass.

### **General Rules for Students Riding School Buses**

1. The driver is in full charge of the bus and students. Students must obey the driver promptly and willingly.
2. Each student may be assigned a seat in which he/she will be seated at all times unless permission to change is given by the Principal and/or the driver.
3. Other than ordinary conversation, classroom conduct must be observed. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may cause a serious accident.
4. Students are to assist in keeping the bus clean by keeping waste paper off the floor. Students must also refrain from throwing refuse out the window.
5. No student shall at any time extend his/her hand, head or arms out of the window.
6. Students are to remain seated and out of the aisles while the bus is in motion, and they are not to get on or off until the bus has come to a complete stop.
7. Students must cross the highway only in front of the bus, and only after looking both ways for approaching traffic.
8. Each student must see that his/her belongings are kept out of the aisles.
9. Students should be on time at the designated bus stops. If the bus is on time and the students are not, the driver cannot wait.
10. Stay off the road at all times while waiting for the bus.
11. Students shall conduct themselves in a safe manner while waiting.
11. Students shall not approach the bus to board until it has been brought to a complete stop.
12. There shall be no use of tobacco, alcohol, or drugs on the bus.

The above rules and regulations shall apply to any trip under school sponsorship. Any student referred to the Principal or Assistant Principal for inappropriate conduct shall be subject to disciplinary action including exclusion from riding the bus.

### **Late Bus**

A late bus for eligible bus students who participate in extra-curricular activities or directed study will be provided Monday - Thursday at 3:00 pm, unless otherwise announced. Students are required to produce the bus pass that they were issued in order to access the service.

### **Regulations Governing Fan Buses to Athletic Tournament Games**

- The usual school bus regulations will be enforced and a staff member must be a chaperone. (No smoking, no standing, no horseplay, etc.) Any offender will be prevented from making future trips this school year and may be subject to school disciplinary action.
- When a local bus is used, at least 25 students must register and pay an announced fee by the close of school on the day before the trip. If a commercial bus is used, a minimum of 35 students must register.
- Attendance will be taken before leaving.
- Students who ride on the bus to an athletic contest must return on

the bus.

## **OTHER PROCEDURES**

### **Announcements**

General announcements are made over the intercom or closed circuit TV system at the beginning of the school day, at the close of the school day, and as may be required during the school day. Administrative approval is required for student notices, bulletins, or advertisements to be posted in the school building including on bulletin boards, in the halls or in classrooms in the school. Students wishing to have a notice appear on an announcement must submit it for approval by the Principal by 2:30 p.m. of the previous day. To reduce disruptions during the school day, the intercom will be used only with permission of administration.

### **Lost and Found**

All articles in the building, on the buses, or on the school grounds should be turned into the Principal's Office and claimed there. Lost articles should be reported and claimed as soon as possible. Lost articles are discarded at the end of each month.

### **Student Lockers**

A locker will be assigned to each student at the start of each school year. The school will provide a combination lock. At the end of the school year, students will be assessed for locks that are not returned or for damage to lockers. **Students are encouraged not to give out their locker combination to other students.** Students may go to their lockers without permission between 7:30 am and 7:40 am, between periods, and at dismissal. For any other time, written permission must be obtained from a teacher.

Lockers should be kept locked at all times. The school will not be held responsible for damage to or loss of student property. Lockers remain the property of the school and are loaned to the student on an annual basis. The school retains authority over lockers and they are subject to be searched at any time. Certain items may not be stored in lockers including weapons, illegal drugs, alcoholic beverages, stolen property, etc. Lockers may be inspected on a periodic basis to ensure that all students are complying with these regulations. Problems concerning student lockers should be brought to the attention of the Principal's Office.

### **Work Permits**

Employment Permit Applications for 14 through 17 Year-olds may be obtained in the Superintendent's Office, Monday through Friday from 8:00 am to 3:30 pm. Proof of age such as a Birth Record, a Baptismal Record or passport for verification of your date of birth must be presented in all cases for the issuance of a certificate. Before you may get working papers, you must have the promise of a job. Several forms must be filled out by parents, employer, and physician, and then returned to the school for completion.

### **Student Telephone**

**Use of a telephone for emergency purposes only is available in the Principal's Office or designated area during the lunch period.** Students may not use cellular telephones in classrooms unless they are in use for research as directed by the teacher. See regulations "Electronic Devices" below.

### **Messages for Students**

**Parents or guardians are requested not to call or text students during the school day.** Please call the Main Office to leave messages or speak with the student. Announcements are made in the beginning and end of the day only. Classes cannot be interrupted to give messages to students.

### **Hat and Drink Policy**

Hats and water are acceptable in classrooms at the discretion of each teacher. Due to severe allergies and the safety of all students, products containing tree nuts or peanuts are not to be eaten in classrooms at any time. Food that does not contain tree nut or peanuts is acceptable at the discretion of the teacher and as determined by the wellness policy of the district.

### **Senior Privilege**

Senior privileges may be granted to seniors who are in good academic standing. Seniors who fail one or more courses in an academic quarter may lose senior privileges for the following quarter or be assigned a probationary period until the student demonstrates that his/her grades are above passing. Senior privileges may be taken away for misconduct at the discretion of administration. Only seniors who have the "Senior Privilege Form" signed by a parent or guardian will qualify for senior privileges.

## **STUDENT ACTIVITIES**

The Hopedale School Committee believes that extra-curricular and co-curricular activities provide an added dimension and quality to the school environment. Further, the Committee believes that essential elements of valuable life experiences are available to students in the school environment uniquely through participation in such activities.

The extra-curricular and co-curricular activities that are offered at Hopedale are open to all students. A student can be required to try out to demonstrate that he/she has the necessary skills, but the student cannot be excluded because of race, color, sex, religion, national origin, gender identity, or sexual orientation.

**NOTE:** A student may be restricted from the opportunity to participate in interscholastic or extra-curricular activities if he/she has failed to return any school issued property.

### **Extra-curricular Activities Offered at Hopedale High School:**

Destination Imagination	Band
Chorus	DECA
Drama Club	Freshman Math Team
Jazz Band	Varsity Math Team

Regional Advisory Council	SADD
Student Advisory Council	Student Council
Yearbook Staff	Mock Trial
Spanish Club	Senior High A Cappella
International Club	Yoga Club
Art Club	Writers Club
Politics Club	Humanities Scholars
Peer Mentoring	Chess Club
Academic Decathlon	Service and Enrichment
Business Honor Society	Gender Sexuality Alliance
Senior High Chorale	School Council
National Honor Society	Photography Club

### **Eligibility for Extra-Curricular Participation**

The rules for eligibility apply equally to all Junior-Senior High School students. An extra-curricular activity is defined as any activity that is not an extension of the curriculum.

It should be noted that the administration reserves the right to restrict a student's participation in extra-curricular activities for disciplinary reasons.

## **ATHLETICS**

All athletics policies and procedures are covered in the Athletic Handbook, which is available in the school's main office and online at the Athletic Director's page.

### **Ineligibility for Athletic Participation**

A student will be ineligible for any athletic activity if he/she fails two or more subjects in an academic term. In the last term of the course, the final course average not the term average will determine eligibility. Under no circumstances will a roster spot be held for ineligible players.

Athletics Fee - \$250 per sport and Family Cap of \$625 per season. Ice Hockey Fee is \$900.

### **Fall Season**

Field Hockey  
Soccer  
Cross Country  
Golf  
Volleyball

### **Winter Season**

Basketball  
Cheerleading  
Indoor Track  
Skiing  
Ice Hockey

### **Spring Season**

Baseball  
Softball  
Tennis  
Lacrosse  
Outdoor Track

Co-op Football (Host School Athletic Fee required)

### **Student Council**

The Student Council exists primarily to serve the students of this school. The Council is formed to stimulate school spirit through the coordination of various school and community activities and to encourage participation of students in democratic practices. It is also responsible for assisting students and faculty in school administration and assisting in the establishment of school policies. All students are encouraged to make suggestions for the improvement of the school through their class representatives. All candidates nominated for Student Council may apply to be a Member-at-Large. In addition, one

officer from each class is required to serve as a Student Council member. All other students are invited to attend Student Council meetings as observers.

The Student Council will supervise the elections of officers and will be the judges of the elections. All nominees for an officer of a class or a Student Council position are required to give a speech. The Student Council sets dates for the elections. The Council will announce procedures for these elections and nominations.

The Student Council may conduct the following activities each year:

- Student Council Tea
- Charity drives
- All school elections
- Other student-initiated activities approved by the Principal

### **Student Advisory Committee to the School Committee**

State Law requires that school committees meet with a body of students at least five (5) times during the months that school is in session. The Student Advisory Committee was organized to serve the student body. Further information concerning the eligibility of candidates, nomination requirements, and election procedures is available through the Student Council.

### **National Honor Society**

The Francis I. Wallace Chapter of the National Honor Society is a prestigious organization acknowledging outstanding students accomplishments. Academically eligible juniors and seniors are evaluated by the Faculty Council for their character, leadership and service. Students must complete a minimum of 15 hours of community service to be eligible. Those students meeting the four criteria are inducted annually.

The Francis I. Wallace Chapter requires that, a student must have a scholastic cumulative average of 90 and no individual grade below a 65 to be considered for membership. Prospective candidates are also required to have taken a minimum of 9 of their courses at the honors level or above by the end of junior year. All National Honor Society members must perform 20 hours of community service per semester and continue to maintain the academic requirements. The advisor(s) must approve all community service.

The Faculty Council, a five-member committee is charged with the selection, review, and dismissal processes. The Council operates within the limits defined by the National N.H.S. Constitution. All selection and dismissal procedures are subject to the National Honor Society Chapter Regulations as well as the local chapter by-laws.

### **Class Organizations**

Each class has the following officers: President, Vice-President, Secretary, and Treasurer and is under the direction of faculty or staff member(s) known as the Class Advisor(s). There shall be meetings for each class during the school year as determined by the class officers and class advisor(s). All class organizations and activities such as bake sales, car washes, dances and other functions shall be

conducted under the supervision of the advisor and shall be subject to the approval of the Principal. All students are expected to have their dues paid to attend such functions as the Junior-Senior Prom and other class-sponsored activities as determined by the class.

The purpose of raising class funds is to cover the cost of class expenditures (special projects voted by the class, decorations, invitations, etc.) and most of the expenses of the senior activities.

## **STUDENT DISCIPLINE**

### **Student Discipline Code**

One of the most important lessons students should learn is self-discipline. While it does not appear as an academic subject, it underlies the whole educational structure. It is the training that develops self control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline in a school, students form correct attitudes towards it, do their part in making school an effective place of learning, and develop the habit of self-restraint which makes them better people.

**While Hopedale students have the privilege of making decisions, students must understand the rules and possible consequences for violating them.** The consequences for infractions of school rules include the following range of responses:

- Exclusion from areas in the school (e.g., class, labs, media center)
- Not attending athletic events and extra-curricular activities
- Parental letter
- Parent conference
- After-school detention
- Extended afternoon detention
- Saturday morning detention
- In-school detention
- Out-of-school suspension
- Exclusion or Expulsion
- Other, as appropriate (e.g. restitution, social suspension)

In determining the severity of the penalty or suspension, the Principal or Assistant Principal may consider all relevant factors, including, but not limited to, the following:

- The student's previous disciplinary record
- The severity of the disruption to the educational process
- The degree to which the student is willing to change his/her inappropriate behavior
- The degree of danger to self, others, and the school in general

These rules and regulations are based on a system of progressive discipline; however, **the Hopedale Public Schools reserve the right to impose discipline, up to and including expulsion, based upon a single infraction that in the opinion of the administration warrants such action. An administrator has the discretion to increase penalties significantly in the case of second and third offenses.**

### Disciplinary Chart for Common Offenses

Minor Offenses	Disciplinary Action
<ul style="list-style-type: none"> <li>• Cut teacher detention</li> <li>• Tardy to school/Late to school</li> <li>• Tardy to class/Late to class</li> <li>• Inappropriate conduct in common areas</li> <li>• Being in a non-designated area</li> <li>• Failure to check into school</li> <li>• Gambling (cards, dice, etc.)</li> <li>• Dress Code violation</li> <li>• Electronic devices</li> </ul>	<p>These violations of school policy may result in the student being issued detention(s) for the infraction. If a student habitually engages in these types of infractions, the administration may escalate the number of detentions the student will receive or issue an even more severe response as it deems appropriate.</p>
Major Offenses	Disciplinary Action
<ul style="list-style-type: none"> <li>• Class cuts</li> <li>• Truancy from school/class</li> <li>• Smoking and/or possession of tobacco products,</li> <li>• Classroom disruption/non-compliant behavior</li> <li>• Disrespectful behavior</li> <li>• Leaving school grounds</li> <li>• Disruption of learning environment</li> <li>• Inappropriate behavior, obscene, vulgar behavior or language unacceptable in a school environment, including gesturing and posturing</li> <li>• Profanity</li> </ul>	<p>These violations of school policy may result in the student being issued detention(s) for the infraction. If a student habitually engages in these types of infractions, the administration may escalate the number of detentions the student will receive or it may issue a more severe disciplinary response including Extended detention, Saturday detention, full-day in-house detention. In addition, a student may lose the ability and privilege of attending extra-curricular activities.</p>
Severe Offenses	Disciplinary Action
<ul style="list-style-type: none"> <li>• Confrontational conduct or conduct that is blatantly disrespectful or compromises a person's dignity</li> <li>• Threatening or Aggressive Actions Aggressive Behavior, Harassment of any kind (verbal, physical, social, sexual), bullying, including cyber/electronic, and intimidation</li> <li>• Hazing Behaviors of any type –M.G.L. c.269</li> </ul>	<p>Full day in-house detention Out-of-school suspension Parental and possible police notification</p> <p>Please note: each incident of bullying, hazing or harassment will be dealt with individually. Guidelines will be at the discretion of the administration. Severity or frequency will lead to substantial discipline. See details in section labeled Statutes and Policies</p>
<ul style="list-style-type: none"> <li>• Fighting</li> </ul>	<p>Full day in-house detention Out-of-school suspension</p>
<ul style="list-style-type: none"> <li>• Acceptable Imagery: All projects/artwork created must conform to a reasonable standard of appropriateness. Inappropriate images related to drugs/alcohol,</li> </ul>	<p>Teacher detention, school service, after-school detention, Saturday detention, suspension, exclusion. This may lead to parental notification of the recommendation for expulsion.</p>

<p>racism, violence, and sexuality are unacceptable.</p> <p>Non-compliant students will be asked to change the clothing and/or be subject to disciplinary action.</p>	
<ul style="list-style-type: none"> <li>Alcohol or drug use and/or possession of related paraphernalia in school including including smokeless cigarettes, e-cigarettes, vape pens, etc. or at school activities including prescription and non-prescription medications</li> <li>Intent to distribute</li> </ul>	<p>Minimum of (3) days to a maximum of (10) day's out-of-school suspension and/or required counseling and/or review of policy for the Administration of Medication and/or exclusion and/or periodic drug tests, recommendation for expulsion. The parents and police department will be notified.</p>
<ul style="list-style-type: none"> <li>Arson/use of materials/combustible product/device that pose fire hazard or safety risk to staff/students</li> </ul>	<p>Notify police, suspension, recommendation for expulsion, parental notification</p>
<ul style="list-style-type: none"> <li>Assault and/or battery (student to student, student to faculty or staff), other violent behavior</li> </ul>	<p>Suspension and/or exclusion <u>subject to expulsion</u>. Notify police department, parental notification</p>
<ul style="list-style-type: none"> <li>Disruption of school assembly</li> </ul>	<p>Suspension, exclusion, notify police, and/or expulsion</p>
<ul style="list-style-type: none"> <li>False alarms/false emergency calls</li> </ul>	<p>Suspension with recommendation for exclusion and/or expulsion, \$300 fine and notify police and fire Department, parent notification</p>
<ul style="list-style-type: none"> <li>Negligent Endangerment with the potential for personal injury to student, school visitors, and/or school personnel</li> </ul>	<p>Out-of-school suspension and/or exclusion, and/or expulsion, and/or notify police department</p>
<ul style="list-style-type: none"> <li>Tampering/destruction to video surveillance equipment</li> </ul>	<p>Restitution, suspension, and/or exclusion, parent notification, subject to expulsion, notification of police department</p>
<ul style="list-style-type: none"> <li>Theft of student, faculty, or school property</li> </ul>	<p>Restitution plus: school service out of school suspension, and/or exclusion, and/or expulsion, parent/guardian notification, notification of police department</p>

**This discipline code is not meant to exhaust all possible areas of misbehavior. If students behave in a way that is considered inappropriate, they will receive a penalty that is in keeping with their actions. Even if not specifically cited here, behavior that is disruptive to the school, malicious towards others, destructive of property, or intentionally damaging to the reputation of fellow students or staff members will be considered punishable. These rules apply at school, on school buses, and at school-sponsored events regardless of where the event(s) take(s) place.**

If students commit an act that violates a state or federal law, the school will report the offense to the appropriate legal authorities. Students may be subject to disciplinary action if they do not cooperate with school personnel in the investigation of disciplinary situations.

### **Teacher Detention**

Any staff member may require a student to report for a teacher detention after school. Detention is held after school due to the violation of either school or classroom policies. Students are to report to the appropriate faculty member after school as directed. Students late for teacher detention will be assigned an additional session. Parents may be notified if the teacher feels that it is appropriate. Failure to report for a teacher detention will result in discipline through the main office.

### **After-School Detention**

Students assigned after school detention will report to the designated classroom from 2:15 to no later than 3:15. Students will be required to bring schoolwork and reading materials to the session. No electronics will be allowed. Failure to report to after school detention, or removal from after school detention, may result in an extended detention or further progressive discipline.

### **Extended Detention**

Students assigned an extended detention will report to the designated classroom from 2:15 to no later than 4:15. Students will be required to bring schoolwork and reading materials to the session. No electronics will be allowed. Failure to report to extended detention, or removal from extended detention, may result in a Saturday detention or further progressive discipline.

### **Saturday Detention – (Saturday School)**

Students assigned a Saturday detention will report to the designated classroom from 8:00am - 12:00pm. Saturday detention will be conducted once per month as necessary. Students will be required to bring schoolwork and reading materials to the session. If a student arrives late to the session, then he/she will not be allowed to serve the session. Failure to report to Saturday detention, or removal from Saturday detention, may result in a suspension or further progressive discipline.

### **In-School Detention: (Full Day)**

Students assigned to an In-School Detention will report to the designated room by 7:40 am. Students will remain in the designated room throughout the entire school day under supervision. Students will be required to obtain all work from their teachers prior to the day of detention. Students must arrive with appropriate class work to complete while serving this In-School Detention. The issuing classroom teacher will grade work that is not completed accordingly. In-School Detention is from 7:40 am to 3:00 pm. Student conduct during this In-School Detention will comply with all expectations listed in the Student Handbook. Failure to comply with this may result in the student being issued an Out-of-School Suspension or further progressive discipline.

### **Disciplinary Suspension: (Out-of-School Suspension)**

Suspension is herein defined as the temporary restriction of a student from attending his/her scheduled classes. The Hopedale Junior-Senior High School hereby establishes the following regulations and guidelines concerning students' disciplinary suspension:

- A student may be suspended from school by the Principal or Assistant Principal for disciplinary reasons, but only after the Principal or Assistant Principal has met with the student, informed the student of his/her pending suspension, the reasons thereof, and provided the student an opportunity to relate his/her account of the circumstances leading thereto; except that when the student's continued presence at school constitutes endangerment to persons or property or threatens the disruption of the academic process, then such opportunity for a hearing may be conducted as soon as practical thereafter. Please refer to MGL Ch. 71 Section 37 H ¾ which took effect July 1, 2014.
- Suspension will be administered only for gross misconduct or for the deliberate or repeated violation of school regulations
  1. Suspension is the ultimate form of school discipline and one that is not imposed lightly. There are two types of disruptive conduct that are subject to suspension: "gross misconduct" and "persistent disobedience." Specifically, gross misconduct is defined as "willful and malicious acts that seriously disrupt the educational environment." Persistent disobedience includes acts that also have a disruptive effect, especially when they are repeated over a period of time. Any student whose continued presence in school poses a safety threat to the general welfare of the school may be suspended, excluded, and/or expelled

The length and type of suspension will vary with the seriousness of the misconduct but shall under no circumstances exceed ten (10) consecutive school days, except in those situations covered under Massachusetts General Law Chapter 71, Section 37H and 37H ½.

2. Suspension will be invoked according to the Discipline Code or for other infractions that in the judgment of an administrator warrant such actions. Administration shall require that parents/guardians take responsibility by supporting an improvement plan developed for the student after a third suspension. Oppositional, non-compliant repetitive school offenders who are disruptive to teachers, fellow students, and to the school community will be subjected to higher level discipline, while parents and guardians will be required to work more closely with the school in supporting student improvement plans. Any student suspended a third time during the school year may lose the privilege of participating in, as well as attending, any school sponsored co-curricular activities for the remainder of the school year including athletics, dances, and proms. The privilege to drive an automobile on schools grounds may also be revoked.

Additionally, the student will do the following:

- Return to school after the third suspension with a parent or guardian to attend a contingency hearing with the Assistant Principal
- Be placed on an improvement plan designed by the Assistant Principal that will include specific behavioral expectations as well as requirements for parental/guardian cooperation in supporting the plan in the best interest of the student
- Improvement plans may include parental/guardian responsibility to monitor student attendance by calling the school, attending meetings with teachers, drug testing their children, arranging for private counseling or evaluation outside of school, etc.
- **Any student suspended for a third time may be considered a habitual school offender and may be reported to the Milford District Court**
- Any student failing to fulfill the expectations of his/her personal improvement plan or violating school policy to involve a fourth suspension may be suspended for the remainder of the subsequent marking period and required to attend an exclusion hearing with the Principal, Assistant Principal, Guidance Counselor, and parent/guardian. At this meeting, various options may be considered including locating a new setting, GED Program, Job Corp., work, etc.

3. **Any student who is suspended by the administration is not permitted to be on school grounds nor is he/she allowed to participate in or attend any school-sponsored activity either at the school or away from the school during the period of suspension. Trespass charges may be filed in the District Court against students who violate the provisions of this paragraph.**

- The Administration shall make every reasonable effort to notify the parent or guardian of a suspended student before the student is sent home; and shall, regardless, transmit a letter to the parent immediately thereafter confirming the suspension and including the reasons for the suspension
- Any student may appeal his/her suspension to the Principal. Failing satisfaction there, he/she may appeal to the Superintendent of Schools. A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the Superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so

requested, shall be granted an extension of up to 7 calendar days. After hearing, according to section 37 H  $\frac{3}{4}$ , that decision shall be the final decision of the school district with regard to the suspension or expulsion. During the appeal process, the student may not attend school and/or school related activities

## **DUE PROCESS FOR SUSPENSIONS**

### **NOTICE OF PROPOSED SUSPENSION**

Except in the case of an emergency removal or disciplinary offense defined under M.G.L. c. 71, §§37H or 37H1/2 or an in-school suspension as defined by 603 CMR 53.02(6), the school shall provide the student and parent/guardian with written and oral notice of the proposed out-of-school suspension, an opportunity to be heard at hearing, and the opportunity to participate at the hearing. Notice shall set forth in plain language:

- A. the disciplinary offense;
- B. the basis for the charge;
- C. the potential consequences, including the potential length of the student's suspension;
- D. the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing;
- E. the date, time, and location of the hearing;
- F. the right of the student and student's parent/guardian to interpreter services at the hearing if needed to participate;

The principal shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. In order to conduct a hearing without the parent/guardian present, the principal must be able to document reasonable efforts to include the parent/guardian. Reasonable effort is presumed if the principal sent written notice and documented at least two attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency situations.

All written communications regarding notice of proposed suspension shall be either by hand delivery or delivered by first-class mail, certified mail, or email to the address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

### **SHORT-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION**

A short-term suspension is the removal of the student from the school premises and regular classroom activities for ten (10) consecutive days or less. Out-of-school short-term suspensions which do not cumulatively over the course of the school year exceed ten (10) days of suspension shall be conducted in accordance with this section.

**Principal Hearing.** The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts. A parent/guardian present at the hearing shall have the opportunity to discuss the student's conduct and offer information, including mitigating circumstances.

Based on the available information, including mitigating circumstances, the principal will make a determination whether the student committed the disciplinary offense, and if so, the consequence. The principal will provide notification in writing of his/her determination in the form of an update to the student and parent/guardian, and provide reasons for the determination. If the student is suspended, the principal shall inform the parent/guardian of the type and duration of the suspension, and shall provide an opportunity for the student to make up assignments and other school work as needed to make academic progress during the period of removal.

If the student is in grades pre-k through 3, the principal shall send his/her determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, before the short-term suspension takes effect. All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

### **LONG-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION**

A long-term suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts, that the principal will consider in determining whether alternatives to suspension such as loss of privileges, detention, an

apology, a student contract, restitution, and/or probation are appropriate.

Additionally, the student shall have the following additional rights:

1. In advance of the hearing, the opportunity to review the student's record and the
2. documents upon which the principal may rely in making a determination to suspend the student or not;
3. the right to be represented by counsel or a lay person of the student's choice, at the student's and or parent's/guardian's expense;
4. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so and the right to cross-examine witnesses presented by the school district;
5. the right to request that the hearing be recorded by the principal. All participants shall be informed that the hearing is being recorded by audio. A copy of the audio recording will be provided to the student or parent/guardian upon request.

Based on the evidence submitted at the hearing the principal shall make a determination as to whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension (the use of evidence-based strategies and programs, such as mediation, conflict resolution, restorative justice, and positive interventions and supports) what remedy or consequence will be imposed. If the principal decides to impose a long-term suspension, the written determination shall:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out key facts and conclusions reached by the principal;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive a specific list of education services to make academic progress during removal, and the contact information of a school member who can provide more detailed information.
5. Inform the student of the right to appeal the principal's decision to the superintendent or his/her designee (only if a long-term suspension has been imposed) within five (5) calendar days, which may be extended by parent/guardian request in writing an additional seven (7) calendar days.

The long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal. If the student is in grades pre-k through grade 3, the principal shall send his/her determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect. All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or by other means of communication where appropriate.

## **APPEAL OF LONG-TERM SUSPENSION**

A student who is placed on a long-term suspension shall have the right to appeal the principal's decision to the superintendent if properly and timely filed. A good faith effort shall be made to include the parent/guardian at the hearing. The appeal shall be held within three (3) school days of the appeal, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, which the superintendent shall grant. The student and parent/guardian shall have the same rights afforded at the long-term suspension principal hearing. Within five (5) calendar days of the hearing the superintendent shall issue his/her written decision which meets the criteria required of the principal's determination. If the superintendent determines the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than that of the principal. The superintendent's decision shall be final.

## **EMERGENCY REMOVAL**

A student may be temporarily removed prior to notice and hearing when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two (2) school days, following the day of the emergency removal.

During the emergency removal the principal shall make immediate and reasonable efforts to orally notify the student and student's parent/guardian of the emergency removal and the reason for the emergency removal.

The principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation. The principal shall also provide the due process requirements of written notice for suspensions and provide for a hearing which meets the due process requirements of a long-term suspension within the two (2) school day time period, unless an extension of time for the hearing is otherwise agreed to by the principal, student, and parent/guardian.

A decision shall be rendered orally on the same day as the hearing, and in writing no later than the following school day. The decision shall meet all of the due process requirements of a principal's determination in a long-term suspension.

## **IN-SCHOOL SUSPENSION UNDER 603 CMR 53:02(6) & 603 CMR 53.10**

In-school suspension is defined as the removal of a student from regular classroom activities, but not the school premises, for not more than ten (10) consecutive school days, or no more than ten (10)

school days cumulatively for multiple infractions over the course of the school year.

A Principal may impose an in-school suspension as defined above according to the following procedures: The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent.

## **SUSPENSION OR EXPULSION FOR DISCIPLINARY OFFENSES UNDER M.G.L. 71**

§§37H and 37H1/2 The due process notification and hearing requirements in the preceding sections do not apply to the following disciplinary offenses:

- Possession of a dangerous weapon, possession of a controlled substance, or assault of staff. A student may be subject to expulsion if found in possession of a dangerous weapon, possession of a controlled substance, or the student assaults a member of educational staff, and the principal determines the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The Principal shall notify the student and parent(s)/guardian(s) in writing of the opportunity for a hearing, and the right to have representation at the hearing, along with the opportunity to present evidence and witnesses. After said hearing, a principal may, in his/her discretion, decide to levy a suspension rather than expulsion. A student expelled for such an infraction shall have the right to appeal the decision to the Superintendent. The expelled student shall have ten (10) days from the date of

the expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at the hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student was guilty of the alleged offense.

- Felony complaint or issuance of felony delinquency complaint  
Upon the issuance of a criminal complaint charging a student with a felony, or the issuance of a felony delinquency complaint against a student, the Principal may suspend a student for a period of time determined appropriate by the Principal if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The Principal shall notify the student in writing of the charges, the reasons for the suspension (prior to such suspension taking effect), and the right to appeal. The Principal will also provide the student and parent(s)/guardian(s) the process for appealing the suspension to the Superintendent. The request for appeal must be made in writing within five (5) calendar days. The hearing shall be held within three (3) days of the request. The suspension shall remain in effect prior to any appeal hearing before the Superintendent. At the hearing, the student shall have the right to present oral and written testimony, and the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.
- Felony conviction or adjudication/admission in court of guilt for a felony or felony delinquency  
The Principal may expel a student convicted of a felony, or has an adjudication or admission of guilt regarding a felony, if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for the proposed expulsion. The student shall also receive written notification of his right to appeal the decision to the Superintendent, as well as the appeal process. The expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent. The student shall notify the Superintendent in writing of his/her request for an appeal the decision no later than five (5) calendar days following the date of the expulsion. The Superintendent hearing shall be held with the student and parent(s)/guardian(s) within three (3) calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony, and shall have the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

#### **SCHOOL-WIDE EDUCATION SERVICE PLAN FOR STUDENTS ON SHORT- OR LONG-TERM SUSPENSION**

1. Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.
2. Any student who is expelled or suspended from school for more than ten consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, through the school-wide education service plan.
3. Each school has a process for developing school-wide education service plans for education services that the school district will make available to students who are expelled or suspended from school for more than ten consecutive days. Each plan is individualized to the needs of each student and is developed in collaboration with the guidance department, special education department, and classroom teachers, as applicable. Students and their parents will be notified of the process for developing and arranging such services at the time of suspension/expulsion. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under M.G.L. c 69, §§ 1D and 1F.(4) Notice of Education Services for Students in Long-Term Suspension and Expulsion; Enrollment Reporting
  - a. The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.
  - b. For each student expelled or suspended from school for more than ten consecutive days, whether in school or out of school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES (IEP/504)**

Procedures for suspensions of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district.

1. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but

constitute a pattern are considered to represent a change in placement.

2. When a suspension constitutes a change of placement of a student with disabilities, district personnel, the parent, and other relevant members of the Team, as determined by the parent and the district, convene within 10 days of the decision to suspend to review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP – "a manifestation determination."
3. If district personnel, the parent, and other relevant members of the Team determine that the behavior is NOT a manifestation of the disability, then the suspension or expulsion may go forward consistent with policies applied to any student without disabilities, except that the district must still offer: a. services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and b. as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.
4. Interim alternative educational setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days a. on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or b. on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is "substantially likely" to injure him/herself or others. Characteristics. In either case, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP, and provides services to address the problem behavior.
5. If district personnel, the parent, and other relevant members of the Team determine that the behavior IS a manifestation of the disability, then the team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting in accordance with part 4, the student returns to the original placement unless the parents and district agree otherwise or the hearing officer orders a new placement.
6. Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing

officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise. Procedural requirements applied to students not yet determined to be eligible for special education.

- A. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
  - a. The parent had expressed concern in writing; or
  - b. The parent had requested an evaluation; or
  - c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student. The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.
- B. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.
- C. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

### **Expulsion**

Expulsion is the permanent exclusion of a student from (1) attending a public school in Hopedale, and (2) participating in any school-associated activity.

### **Student Safety Evaluation**

Every effort will be made to maintain a safe environment for all students. In rare instances a student may express thoughts, or act in a manner that raises with other students or instructional staff a concern for personal safety. When these concerns are raised, they will be investigated. As part of this investigation, a student may be required to participate in a safety evaluation. The goal of this evaluation will be to determine if the student can participate in the school setting in a safe manner. It may be necessary for a student to remain at home until this evaluation has been completed and a report received.

### **Care of School Property**

Students should strive to protect the school, including its equipment, facilities and grounds, from damage or misuse. Students, who in the judgment of the school administration, willfully or through negligence, damage or misuse school equipment, facilities or property may be subject to disciplinary action by the school in addition to legal action taken under the law:

**Massachusetts General law, Chapter 266 Sec. 93. Willful injury, etc., to schoolhouse, etc. (Last am. 1960). Whoever willfully, intentionally and without right, or wantonly and without cause, destroys, defaces, mars or injures a schoolhouse, church or other building erected or used for purposes of education or religious instruction, or for general diffusion of knowledge, or any outbuilding, fence, well or appurtenance of such schoolhouse, church or other building, or furniture, apparatus or other property belonging thereto or connected therewith, shall be punished by a fine of not more than one thousand dollars, or by imprisonment for not more than two years, or both.**

### **PRE/POST SCHOOL ACTIVITIES**

Students who are in the school building before the start of the school day and/or after the end of the school day must be engaged in supervised activities. If not engaged in a supervised activity, then students should not be in the school building. If a student is in the building without being involved in a supervised activity, that student will be asked to leave the building. Repeated violations may result in a disciplinary response from the administration with parental notification of the school's concerns. This could be seen as a trespassing violation with police notification.

### **Non-School Conduct**

Students are reminded that they are responsible for and may be held accountable for non-school conduct that has a direct, detrimental effect on the general welfare of the school as long as:

- that conduct is reasonably related to school activity;
- that conduct presents a direct and immediate threat to the well being and order of the school and its staff; and
- that conduct either takes place on school property, occurs going to or coming from school (or school related property), or involves the person or property of staff

**Other conduct that occurs off school grounds, including inappropriate conduct at athletic practices and/or games, may be subject to review for disciplinary purposes.** In addition, conduct involving students of Hopedale Jr./Sr. High School who are going to and from school are governed by all rules and policies for school and non-school conduct. When concerns are raised about a student's conduct outside of the school day, the school may impose disciplinary actions and when appropriate enlist the support of the School Resource Officer to respond to this non-school conduct.

### **Cheating/Plagiarism**

**Cheating** is to act dishonestly, to trick, mislead or fool. **Plagiarism** is taking from another their ideas, writings, etc. and passing them off without attribution as one's own. Any form of cheating or plagiarism is an act of dishonesty and is strictly prohibited. **All parties involved in such dishonesty, including students who aid or abet, may be in violation of this policy and are subject to disciplinary action. Students found cheating on a test or on other academic work projects shall receive a grade of zero for that test or academic work with no opportunity for makeup. Students may also be subject to additional discipline as determined by the**

**administration. Students who conspire with other students to cheat (e.g., stealing exams, providing term papers, etc.) will receive a grade of zero and may be subject to suspension or expulsion.**

**Upon verification that cheating/plagiarism has occurred, the classroom teacher will notify the parent/guardian of such violation by way of direct phone contact or by a letter on school stationery. The teacher will also notify administration.**

**Guidelines for the Discipline of Students with Disabilities**

Although all students are expected to meet requirements of the Student Discipline Code as set forth in this handbook, if the TEAM has determined that a student cannot be expected to meet this Code, it shall be documented in the student's Individualized Education Program (IEP), or a 504 Plan. All alternative approaches to the Code must be listed in the student's IEP, or a 504 Plan.

A student who has an IEP, or has been considered to be in need of special education, may be disciplined and/or suspended in the same manner as a non-eligible student for any period if it does not exceed ten (10) cumulative days in the school year. Before a suspension of a special education student that goes beyond this total of ten (10) cumulative days, a Manifestation Determination shall be made at a TEAM meeting; a Functional Behavioral Assessment may be completed as well by a PPS staff person.

If all the process requirements set forth for the Manifest Determination have been met, then the TEAM has one of two choices to make based on the answers to two (2) questions. These questions are: (a) "Was the conduct in question caused by, or did it have a direct and substantial relationship to the student's disability?"; and (b) "Was the conduct in question the direct result of the school's failure to implement the student's IEP?" The TEAM may determine that the conduct was not a manifestation of the student's disability, and the student may be disciplined in the same manner as a non-eligible special education student, such as being excluded for more than ten (10) days. In cases involving removals for behavior not found to be a manifestation of the student's disability, the IEP TEAM shall also establish how the special education services will be provided when the student is excluded.

If the IEP TEAM determines that the behavior creating the need for exclusion is a manifestation of the student's disability, the TEAM must take immediate steps to remedy those deficiencies in the student's IEP, or placement, and/or in their implementations in order to better address the behaviors and prevent them from recurring. The above rights also apply to students who have 504 Plans, and whose behavior may be a manifestation of their disability.

Parents have the right to appeal the manifestation determination. The process for this appeal can be reviewed with the TEAM Chairperson or PPS Director. During the appeal, the student shall be educated in the last agreed upon education placement following the existing IEP.

Whether or not the student's conduct/behavior is a manifestation of the disability, the student may be placed in an intermediate alternative

educational setting if there is documentation of carrying or possessing a weapon at school, on school premises, or at a school function, of knowingly possessing, using, selling, or soliciting the sale of a controlled substance while at school, on school premises, or at a school function; or inflicting serious bodily injury upon another person while at school, on school premises, or at a school function.

The above rights also apply to students who have been referred for special education services, even if it has not been determined if the student is eligible of special education services at the time of the infraction of the Code. If it is deemed that the school knew, or should have known, that the student was in need of special education services at the time of misconduct under consideration, then the same protections may apply to those students.

All appeals about discipline cases can be made directly to the Bureau of Special Education Appeals.

Contact information is as follows:

Bureau of Special Education Appeals, Mass. Dept. of Elementary and  
Secondary Education  
350 Main Street, Malden, MA 02148  
781-338-6400

### **Appeal Process**

Students who wish to appeal a decision may make this appeal to the Principal with a parent or guardian.

## **REGULATIONS**

### **ELECTRONIC DEVICES (e.g., cell phones, iPods, tablets, etc.)**

Students may use electronic devices in classrooms with teacher permission for educational purposes. If devices are used for anything other than educational purposes or without teacher permission the device may be taken away, secured in the main office, and returned at the end of the day. If there is a second offense, the student's parent or guardian will be contacted and the device will be returned to the parent or guardian. Disciplinary action may also result. **It is important to note that recording video, pictures, or conversations of any person without consent is strictly prohibited.**

### **FALSE CHARGES**

Any student who knowingly makes false charges or brings a malicious complaint may be subject to any of the disciplinary and/or corrective actions detailed herein.

### **MENTAL HEALTH CRISIS PROTOCOL**

If a student leaves school by ambulance or is released to a parent due to a serious emotional crisis, it is expected that if not hospitalized then a student will immediately be seen by a mental health provider who will then be directed by the parent to provide relevant information to the principal and/or designated school staff person so as to provide for the students' well being in school upon their return. A re-entry meeting will be required.

The parents of the student may be directed to have a risk assessment conducted by an appropriate mental health provider. In order for the student to be able to return to school, a written note attesting to the student's safety in school will be required. A re-entry meeting will also be required.

A re-entry meeting, prior to the student's return to school, will be required under the following circumstances:

- If the student has a psychiatric hospitalization or inpatient substance abuse treatment (even if the student has initiated and voluntarily sought treatment)
- If the student has required a risk assessment because of threatening behaviors/thoughts toward self or others

### **PHYSICAL RESTRAINT**

Physical Restraint is defined as the use of bodily force to limit a student's freedom of movement. (Physical escort is defined as the touching or holding a student without the use of force for the purpose of directing the student. Physical escort is not physical restraint and is not covered by this policy or the accompanying guidelines.) Physical restraint shall only be used as a behavior management tool when other less intrusive alternatives have failed or been deemed inappropriate. In the event that physical restraint is required to protect the safety of school community members, the Hopedale Public Schools has enacted guidelines to ensure the proper use of restraint. These guidelines shall be provided to school staff, and made available to parents of enrolled students. N.B. None of the foregoing paragraph precludes any teacher, employee or agent of the Hopedale Public Schools from using reasonable force to protect students, other persons or themselves from assault or imminent, serious harm.

### **PREGNANT STUDENTS**

Pregnant students will be permitted to attend school on the same basis as other students. The Superintendent may require that pregnant students obtain certification of a physician that the student is physically and emotionally able to continue their participation in school provided that such a certification is required of students for other physical or emotional conditions requiring the attention of a physician. If a student requests a leave of absence, which is deemed medically necessary by the student's physician, such leave shall be granted and at its conclusion the student shall be reinstated to the status she held when the leave began. Students age sixteen or older will be strongly encouraged to return to school after giving birth; younger students will be subject to mandatory school attendance laws.

### **SCHOOL DANCE REGULATIONS**

Regulations for other school-sponsored events are applicable. In addition, the group or organization sponsoring the dance may impose further attendance and/or behavior regulations. The person or persons in charge of the facility must approve decorations and other use of the facility in advance where the event is to take place. If a student leaves a dance, he/she will not be re-admitted. Dances are for the Hopedale Junior-Senior High School students only, unless otherwise designated. No student will be allowed to leave a school dance/prom etc., more than one (1) hour before its scheduled ending

time unless dismissed to a parent or guardian.

No student will be admitted to a school dance/prom etc., one (1) hour after its scheduled start time without prior approval from an administrator.

Students, who attend a school-sponsored dance/prom etc., will not engage in provocative dance; i.e. grinding; inappropriate physical contact or public displays of affection. According to the Guidelines for Department at Dances adopted by the Student Council Executive Board the Rules for Dancing include:

- No front to back dancing
- No Public Displays of Affection (PDA)
- Sexually suggestive dancing will not be tolerated
- Feet should remain on the floor at all times
- Hands must remain visible and may not be on the floor
- Students are not allowed to bend over while dancing; they must remain vertical

The Guidelines also provide procedures for Chaperones, guidelines for acceptable music to be played at dances, and disciplinary actions for breaches of the guidelines which include warnings for inappropriate action, letters to parents/guardians and the loss of opportunities to attend future dances.

Students and parents are advised that dress for school sponsored formals and proms must be appropriate and tasteful for a school activity. If students do not comply with this, they may be required to contact a parent/guardian to supply appropriate clothing.

### **STUDENT DRESS CODE**

All students attending school shall dress and groom themselves in such a manner as to avoid disrupting any of the educational processes of the school. Although it is not within the province of the school to dictate styles, it is our responsibility to strive for a learning atmosphere that is considerate to all.

Hopedale High School upholds individual rights to express themselves but individual students should dress responsibly to maintain respect for all members of the school community.

**The following list addresses specific inappropriate clothing selections that may lead to disciplinary action:**

- **Clothing/hats that advertise alcoholic beverages, drugs, sexual references, or are deemed to have gang-related symbols or messages are not allowed**
- **Undergarments should not be visible**
- **Stomachs should not be visible**
- **Cleavage should not be visible**
- **Sleeveless t-shirts and halters, tube tops, and spaghetti straps for are not appropriate**
- **All shorts and skirts must not be shorter than the ends of fingertips.**
- **Cleanliness, modesty, decency should prevail when in the**

### **school building.**

Although hats may be worn in school, they must be removed upon teacher request. Hooded sweatshirts may be worn; however, the hoods are not to be worn inside the school building during the school day.

Below is the procedure that will be followed when a dress code violation is reported.

When in the opinion of school officials, a student is dressed in such a manner that is inappropriate, an adult will advise the student about the violation. The student will be asked to change into acceptable dress clothes, and if necessary and possible, the school will provide appropriate attire, or the student may be sent home to change.

Any manner of dress that distracts from normal operation of the school day will not be accepted. Failure to respond appropriately may result in disciplinary action. A student's refusal to comply with this dress code may result in the issuing of disciplinary action by the administration. A second instance of a student refusal to comply with the dress code will result in a disciplinary response and parental notification.

### **STUDENT MOTOR VEHICLES**

The privilege of students using motor vehicles for transportation to and from school is a cooperative relationship, which is permitted as long as it does not become a problem for parents and school officials. **All student parking will be in the student lot only.** Students must park cars in identified spaces and between the lines. **Students are not to go to their cars during school time without authorization from the office, nor are they to drive on school grounds except to enter or leave school.** Violators of this section will lose their privilege of driving on school grounds in addition to other possible disciplinary action. The school does not assume responsibility for theft or damage to any vehicle or bicycle. **Students must register their motor vehicles** at the office prior to driving and parking at school. A parking permit must be visibly displayed.

The assignment of student parking will be on a first-come first-served basis giving seniors first priority. Students' parking is assigned to the lower lot at the corner of Adin and Hopedale Streets. The Adin Street side center aisle is set aside for student parking with additional spots along Adin Street.

Those students who are not assigned a parking spot on campus but still drive to school are instructed **not to** park on Hope Street. Students are also not to drive their cars from the school lot to the location of off-campus physical education.

Loitering before, during, or after school in the parking lot is prohibited.

Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband that might be present in that vehicle.

### **Seat Belt Use Policy**

All drivers and passengers of motor vehicles are required to properly fasten safety belts while on school property. Any school administrator, staff member, or police officer may report a seat belt violation to the appropriate school administrator. Seat belt violations are subject to the following penalties:

#### **1. Student Drivers**

If all occupants of a student driven vehicle are not properly restrained, the driver will be subject to the following:

- First Offense: Student drivers will have parents or guardians notified and will receive a written warning
- Second Offense: Student drivers will lose parking privileges on school property for two weeks and parents or guardians will be notified
- Third Offense: Student drivers' parking privileges on school property will be revoked for the remainder of the school year and a parent or guardian will be notified

#### **2. Student Passengers**

Student passengers not properly restrained will receive a warning and educational material relevant to vehicular safety.

#### **3. Other Operators and Passengers**

Any other non-student drivers or passengers not wearing safety belts will receive a warning along with safety education material.

### **STUDENT PASSES**

During a class period, students are not to be in the hallways or lavatories without a pass. Passes are issued by teachers and the office staff only. Students who are late for class must receive a pass from the teacher who detained them. Student passes will be dated, timed, and signed.

### **STUDENT PUBLICATIONS**

School-sponsored publications should follow normal rules for responsible journalism. All material in student publications which is produced from school-budgeted funds or school-raised funds must be approved by the appropriate advisor and the Principal. Non-school sponsored papers and other publications must also observe the normal rules for responsible journalism. Distribution may be restricted to before-and-after school hours, and restrictions may also be placed on distribution points. Approval for non-school-sponsored publications should be obtained from the Principal three days before the planned distribution date.

No material for school-sponsored or non-school-sponsored publications will be approved, if the material is:

- Denigrating, slanderous, or libelous to specific individuals in or out of school
- So-called "hate" literature that attacks ethnic, religious, or racial groups
- Aimed at creating hostility and violence or urging disruption of the normal educational process
- Vulgar, obscene or pornographic
- Designed for commercial purposes, to advertise a product or

- service for sale or rent
- Designed to solicit funds, unless approved by the Superintendent
- Literature which in any way promotes, favors, or opposes a candidate for election to any annual school board election, or adoption of any bond issue, proposal, or any public question submitted at any general, town, or school election

### **STUDENT RECORDS**

The regulations pertaining to Student Records were developed by the Massachusetts State Board of Education to insure parents', guardians', and students' rights of confidentiality, inspection, amendment and destruction of student records and to assist local school systems in adhering to the law. The regulations have the force of law and apply to all elementary and secondary schools. The student record includes all the information regardless of physical form concerning a student, which is kept by the school system.

All the information in a student record is either on the transcript or the temporary record.

- Education records are kept in the Guidance Office. The transcript consists of administrative records that constitute the minimum data necessary to reflect the student's educational progress. The "transcript" will be kept by the district for 60 years. The "temporary record" consists of all the information in the student record which is not contained in the transcript. Such information may include standardized test results, extracurricular activities, and evaluations by teachers, counselors, and other school staff. The "temporary record" will not be kept more than 7 years after the student graduates, transfers, or withdraws.
- Psychological reports and specialized information pertaining to special needs students under regulation 603CMR 28 will be kept in a central file in the PPS Office. The Director of Pupil Personnel Services shall be responsible for the privacy and security of these records. These records will be destroyed five years after the student graduates or withdraws from Hopedale High School or seven days from the date of discontinuation in the Special Needs Program
- Personal files and discipline reports of students will be kept in the Principal's Office, and the Principal shall be responsible for the privacy and security of these records. These records will be destroyed at the end of each school year
- School health records of students will be kept in a central file in the nurse's office, and the school nurse shall be responsible for the privacy and security of these records. These records will be destroyed seven years after the student graduates or withdraws from Hopedale Junior-Senior High School. The student health record is considered part of the student's "temporary record."

### **Access to and Dissemination**

A permanent log shall be kept as part of each student's temporary record. If parts of the temporary record are separately located, a separate log shall be kept with each part. Each person disseminating information contained within the temporary record, in whole or in part, shall upon each instance of dissemination, enter into the log the following: their name, signature, position, the date, the portions of the

record that were disseminated, and the purpose of such dissemination. If a third party is to receive information from the student record, the name and affiliation of such third party shall be included in the log. All students, who have at least reached their fourteenth (14<sup>th</sup>) birthday or entered the ninth (9<sup>th</sup>) grade, whichever comes first, have the right, by law, to inspect or challenge their student records. This right of access to their entire student record must be granted to them within two (2) weekdays of their request. A guide for students and parents or guardians on these regulations is available upon request.

### **Amendment of Records**

The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information in the record be amended or deleted. The parent and student have the right to a conference with the Building Principal to make their objections known. Within a week after the conference the Principal must render a decision in writing. If the parents and student are not satisfied with the decision, the Regulations contain provisions through which the decision may be appealed in writing to higher authorities in the school system. In Hopedale this appeal would first be to the Director of Pupil Personnel Services and then to the Superintendent.

### **Confidentiality of Records**

Except for the situations outlined in the Regulations, no individuals (or organizations) but the parents, eligible student, and authorized school personnel are allowed to have access to information in the student record without the specific, informed written consent of the parent or eligible student. In addition, any person inspecting or releasing information in the temporary record must note which portion was inspected or released and for what purpose in a log kept as part of the temporary record.

### **Destruction of Records**

The Regulations require that the temporary record be destroyed seven (7) years after students leave the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified and have an opportunity to receive a copy of any of the information before its destruction.

### **Non-Custodial Parent's Access to Student Records**

As set forth in 603 CMR 23.07(5), an amendment to the Student Records' Regulations, non-custodial parents are eligible to obtain access to their children's student records unless the school or district has been given documentation that:

- the non-custodial parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
- the non-custodial parent has been denied visitation or has been ordered to supervised visitations, or
- the non-custodial parent's access to the student or the custodial parent has been restricted by a temporary or permanent protective order,

- unless the order or any subsequent court order specifically allows access to student record information.

The complete text of the amended regulations is available on the Department of Education website: [www.doe.mass.edu/lawsregs](http://www.doe.mass.edu/lawsregs)

### **Release of Directory Information**

Under Department of Education regulations the Hopedale Public Schools may release the following information regarding students without prior consent: a student's name, address, telephone number, date and place of birth, major areas of study, weight and height of members of athletic teams, class, and participation in officially recognized activities and sports, degrees, honors and awards and post high school plans. Parents, or students over the age of 14, may notify the Building Principal or his designee in writing not to release such information without prior consent. The school will comply with such request not to release information with reasonable notice.

Federal Public Law 107-110, section 9528 of the ESEA, "No Child Left Behind Act" requires school districts to release student names, addresses, and telephone numbers to military recruiters upon request. Students and parents have the right to "Opt Out" from this by requesting that the district not release student information to military recruiters. This form is intended to serve as a request to withhold this information. The "Opt-Out" form is available in the Main Office.

### **Transfer of Records**

In accordance with the 603 CMR 28.07(4)(g), the student record may be forwarded to a school to which a student seeks or intends to transfer without a student's or parent's consent. When records are requested and transferred, parents will be notified. Regulations provide that the parent may request a copy of the records transferred and may ask for a hearing to challenge the content of the record at this point. Such request should be addressed in writing to the Building Principal, as noted in the Amendment of Records section.

### **Student Searches**

A student search by a public school official will be found reasonable under the U.S. Supreme Court standard if there are reasonable grounds for suspecting that the student has violated or is violating either the laws or rules of the school. The search itself is conducted in a manner reasonably related to its objectives and not excessively intrusive in the light of the age and sex of the student and the nature of the infraction. "Reasonable grounds" for student search may include, for example, a school official's personal observation that the student possesses contraband material on school premises, or the official's receipt of a report to that effect from a teacher, another school employee, student, or some other reliable source. The school retains the right to periodically inspect lockers, backpacks, pocketbooks, and students' cars (on the premises) for compliance with these rules.

### **Textbooks**

The School Department provides a textbook for the student's use during the time he/she is enrolled in a course. These textbooks should be covered at all times. The students must return his/her books to his/her subject teachers. Except for reasonable wear, the books

should be in as good condition as when they were assigned to the student. Students will be financially responsible for books lost, destroyed, or damaged.

**NOTE:** Report cards, extra-curricular activities, or class events may be withheld when a student has not returned or accounted for school property for which he/she is responsible.

### **TRANSPORATION: Use of Private Vehicles During School-Sponsored Activities**

For the purpose of this policy, a School-Sponsored Activity is defined as any activity that a Hopedale teacher, coach, administrator, or employee initiates. School contracted transportation vehicles will be utilized whenever possible. On the very rare occasion when a private vehicle is required for School-Sponsored Activities, the employee must have the written permission of the Building Principal or Superintendent. This permission may be in the form of an annual standing permit for employees who use their vehicle regularly for school business, or for a specific event. The permit shall state the particular purpose for transportation of students. To get the permission, an employee must demonstrate the following:

- Valid driver's license
- Driver record check (completed by the School Department's Insurance Company)
- Proof of insurance in force

### **Procedures for Initiating Changes in Standing Rules and Regulations**

Changes in standing rules and/or regulations can be initiated by any student or group of students.

- Enlist the signatures of at least 25 students who are of the same thinking
- Send this to the Student Council
- The Council will, upon two-thirds majority vote of its members, make a recommendation to the Principal who will make a decision in favor of or against the proposed change.

Further information concerning procedures to be followed is available through the Student Council and/or the Principal's Office.

## **STATUTES AND POLICY**

### **Concussion Policy and Regulations and Protocols – the entire document may be found on the District Website.**

Research has estimated that 5-10% of high school or college contact sports students sustain a concussion each year. These estimates likely understate the true incidence of concussion. In one investigation over 50% of high school football athletes did not report their injury to a parent, coach, or medical professional. A concussion is an alteration of mental status resulting from the brain being jolted inside of the skull due to a blow to the head or body. Among the many symptoms associated with concussion, headache, dizziness, confusion, amnesia,

nausea and disorientation are commonly reported. Loss of consciousness, however, occurs in less than 10% of all injuries and is not an indicator of concussion severity. Also, following the injury, the student may experience other difficulties such as sensitivity to light and sound, forgetfulness, fatigue and emotional changes such as anxiety or depression. Most students who sustain a concussion can fully recover as long as the brain has had time to heal before sustaining another hit; however, relying only on a student's self-report of symptoms to determine injury recovery is inadequate as many high school students are not aware of the signs and symptoms of injury, the severity concussive injuries pose, or they may feel pressure from coaches, parents, and/or teammates to return to play as quickly as possible. One or more of these factors will likely result in under-diagnosing the injury and a premature return to play. Research has shown that young concussed students, who return to play before their brain has healed, are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases, a catastrophic neurological injury known as Second Impact Syndrome.

### **Training for Athletic Staff, Students and Parents**

Annual training of persons specified in 105 CMR 201.008 in the prevention and recognition of a sports-related head injury, including second impact syndrome, and documentation of each person's completion of such training. Participants in the training shall include: coaches, students who participate in an extracurricular activity; parents of a student who participates in an extracurricular activity; athletic trainers, parent volunteers for any athletic activity; physicians employed by the school or who volunteer for any extracurricular athletic activity; school nurses or nurses who volunteer for any extracurricular athletic activity; athletic directors; and school marching band director.

Documentation of annual physical examinations of students participating in extracurricular athletic activities, consistent with 105 CMR 200.000, and completion of the **Hopedale JSHS Athletic Information Form**.

**Please Note - All Athletes, Parents, Coaches, Band Directors, and Volunteers to athletic programs are required to take the recommended concussion course offered by the NIAAA and available at MIAA.net. This is an annual requirement.** You must sign off on the athletic clearance form that both parent and student athlete have completed this requirement.

### **Reporting Head Injuries or Suspected Concussions**

It is required that head injuries or suspected concussions sustained in practices or games be reported by the coach to the student's parent so that the parent may take the student to a medical provider for appropriate medical evaluation and treatment. Coaches are also required to report head injuries or suspected concussions to the school nurse, guidance counselor, and athletic director as soon as possible after the injury. For head injuries and suspected concussions occurring during the school day or during non-school sponsored activities, the school nurse, guidance counselor and appropriate school staff should be notified immediately. For any head injury occurring outside of Hopedale

athletics, the parents/guardians shall submit a **Report of Head Injury Form** to the athletic director, coach, and school nurse. Report of Head Injury Form, Academic/Athletic Recovery and Re-Entry Plan Form, and Post-Concussion / Medical Clearance and Authorization Form **are required forms** and can be found on the Principal's main webpage, the Guidance webpage, and the Athletics webpage.

### **Medical Clearance and Authorization for Return to Play**

Student-athletes with suspected concussions, or diagnosed concussions, will not be allowed to return to play without completion of a **Medical Clearance and Authorization Form** by a certified physician or by the following duly licensed certified individuals in consultation with a certified physician, athletic trainer, nurse practitioner, or neuropsychologist. The physician's return to play recommendations must be communicated to the school nurse, athletic director, coach, and guidance counselor. Maintenance of Records Hopedale Public Schools, consistent with any applicable state and federal law, shall maintain the following records for 3 years or at a minimum until a student graduates:

### **Parent/Guardian Responsibilities**

- Complete and return **Pre-Participation Forms** to the athletic department
- Inform school if a student sustains a concussion outside of school hours by completing and submitting a **Report of Head Injury Form** with the school nurse
- Complete training provided by the school on concussions confirmed by the Athletic Director on the **Athletic Information Form**
- Encourage your child to follow concussion protocol as determined by your physician
- Enforce restrictions on rest, electronics, and television
- Request a contact person (guidance counselor) from the school with whom you may communicate about your child's progress and academic needs
- Observe and monitor your child for any physical or emotional changes
- Request to extend make up time for work if necessary
- Recognize that your child will be excluded from participation in any extracurricular athletic event if all forms are not completed and on file with the Athletic Director

### **Student and Athlete Responsibilities**

- Return all necessary forms prior to engaging in any activity
- Participate in all concussion training and education
- Report all symptoms to your coach and/or school nurse
- Follow the recovery plan as determined by your physician
- Keep strict limits on use of electronics and viewing of television
- Don't carry books or backpacks that are too heavy
- Tell your teachers if you are having difficulty with class work
- See the school nurse for pain management as determined by your physician
- Return to athletic activities when cleared by a physician (Return to Play Form)

- Follow the return to play guidelines as directed by your physician
- Report any symptoms to the school nurse and your parents/guardians if any occur after return to play
- Students who do not complete and return all required forms
- and trainings will not be allowed to participate in athletic activities

### **Penalties for Non-Compliance**

The Hopedale Public Schools takes the safety of our student athletes seriously. All members of the school staff are expected to follow these policies and protocols to support the health and safety of student athletes

The underlying philosophy of these policies is “when in doubt, sit them out”.

Failure to comply with the letter or spirit of these policies could result in progressive discipline and/or forfeiture of games. If students or parents have concerns that the policies are being violated, they should contact the Superintendent or Principal and also place their complaint in writing with a request for resolution

### **Academic Re-Entry Protocols for Student Suffering from a Concussion**

- Parent/Guardian will notify the school counselor and/or school nurse with regard to the diagnosis of a concussion incurred by their child
- An informal meeting will be conducted as soon as possible between nurse and school counselor to identify the student with a concussion and to review the doctor’s documentation
- A Gradual Re-Entry Meeting will be conducted when it has become evident that the symptoms associated with the concussion may affect academic performance of the student. The attendees at the meeting will review available information including: an injury report, physician’s documentation and recommendations, and parent/student interview
  - Attendance at meeting will include: nurse, teacher representative(s), and school counselor
  - Attendance can also include the principal, a dean and/or the athletic director
- Determination of accommodations will be made in the Gradual Re-Entry Meeting and is necessary for effective re-entry to the classroom
  - All medical recommendations will be implemented
  - Team input for possible additional accommodations beyond medical recommendations if/when necessary
  - All accommodations specific for the incurred concussion will be documented through the Academic Recovery and Re-Entry Plan form, not on an existing IEP, 504, ICAP
- Information disseminated to the appropriate faculty members for implementation in their classroom
  - The Guidance Office will send the Academic Recovery and Re-Entry Plan form electronically to relevant faculty members. A confirmation email will be sent back upon

- receipt of said plan for verification purposes
- A copy of the Academic Recovery and Re-Entry Plan form will be kept in the student's academic folder
- There will be weekly check-ins between the student and counselor, as well as the teachers documenting progress, in accordance with the Academic Recovery and Re-Entry Plan
- Adaptations to the plan to reflect the physician's recommendations

### **Alcoholic Beverage and/or Illegal Substance Investigation**

Consumption of alcohol or drugs prior to attending a school activity or on school property is a violation of Massachusetts State Law. The parents of any student violating this rule will be notified immediately.

Use of an alcohol detection test is at the discretion of the administration. The refusal to take a test raises the inference that the student used alcohol and will result in a suspension and/or consequences indicated for alcohol use. Testing will be done on a systematic basis unless a student shows overt signs of behavior that might give administrators reasonable suspicion that the student is under the influence. Circumstances raising reasonable suspicion include, but are not limited to: erratic behavior, slurred speech, foreign odor on clothing or breath, glazed and glassy eyes, unsteady walk, angry agitated state, information offered by students, faculty, staff, or anyone wishing to remain anonymous.

If, in the opinion of school administrators, the student appears to be under the influence of drugs or alcohol, the parents/guardians will be notified and the student will be sent home under appropriate supervision. If the parents are not available, students may be placed in the custody of police. Additionally, disciplinary consequences as stated in the parent-student handbook or treatment options will also be applicable.

At the beginning of each school year, a consent form, in agreement with this policy, will be signed by the parent/guardian and student. Consequences for not returning a signed consent form include, but are not limited to, exclusion from school-sponsored activities or extra-curricular activities as dictated by the Principal.

### **POSITIVE RESULTS PROCEDURES:**

- Parental/guardian contact and/or appropriate medical contact
- Student released to parent/guardian for supervision/transportation from school or school-sponsored event
- If parental/guardian contact is not available, a student may be placed in the protective custody of the police. If no parent/guardian is home or available, the police will work with the student to contact the parent/guardian and make other arrangements for safe pick-up
- Disciplinary consequences include a minimum three (3) day out-of-school suspension and/or commitment to an approved counseling program
- MIAA rules/obligations as indicated in the Athletic Handbook will be enforced
- Restrictions to club or honorary society memberships will be enforced

## **BULLYING /HARRASSMENT/HAZING/CIVIL RIGHTS VIOLATIONS**

**The Complete Bullying Prevention Intervention Plan can be found on the Hopedale District Website**

### **Bullying**

Bullying is the repeated use by one or more students or staff member of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying includes cyber-bullying.

### **Cyber-bullying**

Cyber-bullying is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

### **Hostile Environment**

A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

### **Harassment**

Harassment is unwelcome behavior of a physical, written, or verbal nature, which is either repeated or severe, and which creates a hostile, humiliating, intimidating and offensive educational environment. Harassment is a form of discrimination.

### **Harassment – Confidential Complaint Form**

It is the policy of the Hopedale School District that all of its students be free from harassment. The district takes charges of harassment seriously because of both the harm caused to the person harassed and the potential sanctions that may be imposed against the harasser. The

district will make every effort to protect the due process rights of the victim and the alleged harasser. Complaint investigation procedures will be uniform for all grade levels.

Confidential harassment forms are available in the guidance office. The complainant should provide as much information as possible so that the complaint may be properly investigated. Report the facts as accurately and completely as possible and cooperate with the person(s) designated to investigate the complaint. Return the form to your guidance counselor. The complainant may contact the District's Non-Discrimination Contact Person, Karen Cosgrove, at 508-488-5508.

### **Bullying – Anonymous Report Form**

We believe students have the right to go to school and they have the right to feel safe, valued and respected. According to the Massachusetts Attorney General, "Bullying typically involves intense or continuous aggression which can be direct or indirect and which may be physical, verbal, gestural or non-verbal. The intent is always negative and malicious and there is frequently a power imbalance between the parties involved. The impact on targets can be substantial, resulting in negative long term emotional, physical and academic consequences."

It is the policy of the Hopedale School District that all of its students be free from bullying. The district takes allegations of bullying very seriously. The district will make every effort to protect the due process rights of the target and the aggressor. Bullying investigations will be thorough, documented, and procedures will be uniform for all grade levels.

Upon investigation and determination that bullying or retaliation has occurred, the principal shall promptly notify the parents of the target and the aggressor of the determination and the school district or school's procedures for responding to the bullying or retaliation. The principal shall inform the target's parent of actions that school officials will take to prevent further acts of bullying or retaliation. Nothing in 603 CMR 49.05 prohibits the principal from contacting a parent of a target or aggressor about a report of bullying or retaliation prior to a determination that bullying or retaliation has occurred.

The anonymous reporting form can be found on the Hopedale Jr./Sr. High School website. The reporter should provide as much information as possible so that the complaint may be properly investigated. Report the facts as accurately and completely as possible and cooperate with the person(s) designated to investigate the complaint. The form can be submitted online. Please refer to the Bullying and Harassment Policy (JICFB) for the procedures regarding the investigation, resolution and protocol for investigating complaints.

### **Sexual Harassment Policy**

Sexual harassment is considered a form of sexual discrimination and

is, therefore, illegal under state and federal statutes. Title IX of the Education Amendments of 1992 prohibits sexual discrimination in education and is reinforced by Massachusetts State Law. It is the policy of the Hopedale School Committee to provide a learning and working atmosphere for students, employees and visitors free from sexual harassment. It is a violation of this policy for any administrator, teacher or other employee, or any student to engage in or condone sexual harassment. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- 1) Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education.
- 2) The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary or other decisions affecting a student.
- 3) Such conduct interferes with an individual's job duties, education, or participation in extra-curricular activities.
- 4) The conduct creates an intimidating, hostile, or offensive work or school environment. **It is the responsibility of every employee to recognize acts of sexual harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented.** Any individual who believes that they have been subjected to sexual harassment shall inform the Principal as soon as possible. The state agency responsible for enforcing laws prohibiting sexual harassment is the Massachusetts Commission Against Discrimination (MCAD), One Ashburton Place, Room 601, Boston, MA 02108. The federal agency responsible for such enforcement is Equal Opportunity Commission that is located at One Congress Street, Boston, MA 02114. Any employee or student who believes that he or she has been subjected to sexual harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint. In certain cases, the sexual harassment of a student may constitute child abuse under state law and require a report to the appropriate authorities. Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties. Anyone who violates this policy will be subject to disciplinary action up to and including expulsion.

### **Hate Crimes**

Hate crimes are crimes in which the perpetrator's conduct is motivated, in whole or in part, by hatred, bias, or prejudice against an individual's or group's actual or perceived race, color, national origin, ethnicity, religion, sexual orientation, disability, ~~or~~ gender, or gender identity.

Violation of the above behaviors may result in disciplinary action up to and including suspension.

## **ANTI-DISCRIMINATION/ANTI-HARASSMENT POLICY AND GRIEVANCE PROCEDURE**

The Hopedale School District is committed to maintaining and promoting an educational environment free from all forms of discrimination, including harassment. The civil rights of all school community members are guaranteed by law, and the protection of those rights is of utmost importance and priority to the District. Discrimination, including harassment, on the basis of race, color, religion, national origin, ethnicity, genetic information or testing, sex, sexual orientation, gender identity, age, pregnancy, pregnancy related condition, or disability (hereinafter "membership in a protected class") will not be tolerated. Retaliation against any student or other individual who has complained of discrimination, including harassment, or individuals who have cooperated with an investigation of such a complaint, is also unlawful and will not be tolerated. The District will promptly investigate, remedy any harm, seek to prevent recurrence of such conduct, and will also develop procedures to accomplish this end. This policy applies to conduct directed toward persons associated with the educational community by all other persons associated with the educational community including, but not limited to, students, District employees, the School Committee, school volunteers, and independent contractors.

## **I. What Is Discrimination, including Harassment?**

A. Discrimination: Treating persons differently, or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected class.

B. Harassment: Oral, written, graphic, electronic, or physical conduct relating to a person's actual or perceived membership in a protected class that is sufficiently severe, pervasive or persistent so as to interfere with or limit that person's ability to participate in the District's programs or activities by creating a hostile, humiliating, intimidating, or offensive educational environment.

- Harassing conduct based on a person's protected status may include, but is not limited to: Degrading, demeaning, insulting, or abusive verbal or written statements;
- Taking personal belongings, taunting, teasing, name-calling, or spreading rumors;
- Drawing or writing graffiti, slogans, visual displays, or symbols on school or another's property;
- Telling degrading or offensive jokes;
- Unwanted physical contact of any kind;
- Physical violence, threats of bodily harm, physical intimidation, or stalking;
- Threatening letters, emails, instant messages, or websites that come within the scope of the District's disciplinary authority;

- Defacing, damaging, or destroying school or another's property.

C. Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e. quid pro quo); or
- Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Sexual assault (as defined in the Clery Act as: any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act as: engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) Fear for the person's individual safety or the safety of others; or (2) Suffer substantial emotional distress.).

Massachusetts General Laws Ch. 119, Section 51 A, requires that public schools report cases of suspected child abuse, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals these offences and 86 any other serious matters shall be referred to local law enforcement. Schools must treat seriously all reports of sexual harassment that meet the definition of sexual harassment

## **II. Responsibilities of all Persons Associated with Educational Community**

Each member of the educational community is personally responsible for ensuring that his/her conduct does not in any way harass or discriminate against any other person that he/she has contact with in the performance of his/her duties or studies or while acting as a member of the school community. In addition, each member of the educational community is required to fully cooperate in any investigation of alleged discrimination, including harassment. Further, District employees are obligated to intervene and stop any discrimination, including harassment they witness and to immediately report to the appropriate party instances of discrimination, including harassment that are reported to them or of which they otherwise learn.

## **III. Designated Officials for Addressing Discrimination and Harassment Complaints**

The Civil Rights Coordinator(s) and Title IX Coordinators are responsible for receiving reports and complaints of violations of this Policy. Individuals may file a report or complaint of discrimination, including harassment, with the Civil Rights Coordinator(s) and/or Title IX Coordinators. If the complaint involves allegations of discrimination based on disability, the person filing the complainant also has the option to file his/her complaint with the building level 504 coordinator. A report or complaint of a violation involving the Civil Rights Coordinator(s) and/or Title IX Coordinators should be filed with the Superintendent. A report or complaint of violation involving the Superintendent should be filed with the Committee.

The Civil Rights and Title VI Coordinator:

Karen Cosgrove  
PPS Director  
25 Adin Street  
Hopedale, MA 01747  
508-488-5508  
kcosgrove@hopedaleschools.org

Title IX Coordinator:

Karen Cosgrove  
PPS Director  
25 Adin Street  
Hopedale, MA 01747  
508-488-5508  
kcosgrove@hopedaleschools.org

The contact information for the Title IX Coordinator will always be prominently displayed on the school's website.

Section 504/Title II Coordinator:

Karen Cosgrove  
PPS Director  
25 Adin Street  
Hopedale, MA 01747  
kcosgrove@hopedaleschools.org

#### **IV. Procedure for Reporting Discrimination and Harassment**

The following complaint procedure has been established to ensure prompt and effective investigation into allegations of discrimination, including harassment.

A person who believes that he or she has been discriminated against, including being harassed may, to the extent that they feel comfortable, immediately:

1. confront the harasser(s) or person believed to be discriminating against him/her;
2. state the conduct that he/she objects to;
3. indicate that he/she finds such conduct offensive, intimidating and/or embarrassing;

4. insist that the person(s) engaging in the conduct stop the conduct immediately; and/or
5. report the conduct immediately to the Civil Rights Coordinator(s);

If the individual with the concern is not comfortable with such a confrontation, or feels that such a confrontation is unsafe and/or otherwise inappropriate, he/she should instead report the situation to the Civil Rights Coordinator(s). Reports/complaints are to be filed within ninety (90) days after the conduct complained of occurred or within the time the individual reasonably becomes aware of the conduct. (Note: this filing period may be extended for good cause.) Reports/complaints filed after ninety (90) days will still be accepted, however, it is important to know that the investigation may be impeded due to the passage of time after the conduct or occurrence. The report can be written or oral and should consist of the following:

1. the specific conduct objected to,
2. the date(s) and time(s) such conduct took place,
3. the name(s) of the alleged harasser(s) or person believed to be discriminating against them,
4. the location(s) where the conduct occurred,
5. the name(s) of any witness(es),
6. action sought to remedy the situation, and
7. any other details or information requested by the designated official.

The individual can contact the Civil Rights Coordinator(s) to file a report/complaint as well as to seek assistance in the filing of a report/complaint. If a report/complaint is filed, the person should provide the Civil Rights Coordinator(s) with any documentation (emails, notes, pictures, etc.) or other information in support of the allegation of discrimination, including harassment.

## **V. Investigation of Complaints**

Upon receipt of a report or complaint, the Civil Rights Coordinator(s) should conduct a prompt investigation. The investigation must allow for the complainant, the subject of the complaint, the alleged harasser, and any other appropriate party to provide information, including witnesses or other evidence, relevant to the consideration and resolution of the complaint. The Civil Rights Coordinator(s) will also endeavor to promptly interview and obtain detailed written statements from potential witnesses. If further documentation or information is necessary, the Civil Rights Coordinator(s) will notify the appropriate party, asking that the information be provided within ten (10) school/working days.

The District will take interim steps, as necessary, to ensure the safety and well-being of the complainant and the alleged harasser while the investigation is being conducted. Interim measures are available even if the complainant does not file or continue to pursue a complaint. The

Civil Rights Coordinator(s) shall notify the complainant and the alleged harasser of specific types of interim measures available, which may include measures to avoid contact with the other party, allowing employees to change work situations as appropriate, or prohibiting contact between the parties pending the results of the District's investigation.

At any time, a complainant or the alleged harasser may request either orally or in writing to the Civil Rights Coordinator that specific interim measures be taken pending the outcome of the investigation. A written determination regarding the complaint and any resolution will be provided by the Civil Rights Coordinator to the complainant and the alleged harasser within thirty (30) school/working days of the complaint. The determination of whether the District's antidiscrimination policy has been violated will be based upon a preponderance of the evidence standard.

The complainant or the alleged harasser may request reconsideration of the determination and/or resolution of a complaint by notifying the Superintendent in writing or verbally within seven (7) school/working days of receipt of the written determination of the Civil Rights Coordinator. The Superintendent or his/her designee will respond to such request with notice to both parties within (30) thirty school/working days of receipt of the request for reconsideration; his/her decision is final.

If a violation is found to have occurred, the District will take steps to prevent recurrence of the violation and correct its discriminatory effect on the person(s) affected. Such steps may include appropriate disciplinary action, counseling, development of a safety plan and other remedies, as appropriate.

#### **VI. Consequences of Violating Policy - Discipline & Discharge**

Any employee who violates this policy will be subject to disciplinary action consistent with the contractual provisions governing his/her employment. In appropriate circumstances, the District may also refer the matter to law enforcement officials for possible prosecution.

Any student who violates this policy will be subject to disciplinary action which may range from detention, suspension from schools, or expulsion from school. (Note: students with disabilities will be subject to the applicable disciplinary procedures set forth in the Students' Rights and Responsibilities District handbook, which adhere to Individuals with Disabilities Education Act and Section 504 of Rehabilitation Act of 1973.) In appropriate circumstances, the District may also refer the matter to law enforcement officials for possible prosecution.

#### **VII. Confidentiality**

Investigations of discrimination, including harassment complaints shall be conducted in such a manner as to disclose information only to those with a need to know or those who may have information pertinent to

the investigation. Please note, some level of disclosure may be necessary in the course of conducting interviews in connection with investigation of any complaint under this policy. The District shall endeavor to keep such information as confidential as it can without compromising the thoroughness of the investigation.

#### **VIII. State and Federal Authorities**

In addition to the process described above, the complainant may, at any time, file a complaint with the U.S. Department of Education Office for Civil Rights, Massachusetts Commission Against Discrimination, Massachusetts Department of Elementary and Secondary Education, or other appropriate federal or state agency charged with enforcement of state and federal laws prohibiting discrimination, including harassment based on membership in a protected class.

U.S. Department of Education  
Office for Civil Rights  
5 Post Office Square 8th Floor,  
Suite 900 Boston, MA 02109-3921  
Telephone: (617) 289-0111  
<http://www.ed.gov>

Massachusetts Commission Against Discrimination  
436 Dwight St.,  
2nd Floor, Rm.  
220 Springfield, MA 01103  
Telephone: (413) 739-2145

Massachusetts Department of Elementary and Secondary Education  
75 Pleasant Street Malden,  
MA 02148-4906  
Telephone: (781) 338-3000

#### **Threats of Violence**

Any direct or implied threat of violence against the school staff or a student, individually or collectively, will be taken seriously and will be dealt within the following manner:

- All threats are to be reported to the administration
- There will be an immediate investigation of the incident by the school administration
- The student alleged to have made the threat will be removed to a secure setting
- The student determined to be involved will be subject to an immediate suspension of up to ten (10) days, with the possibility of exclusion
- Parents or guardians of the student(s) involved and police will be notified of the incident as soon as it is brought to the attention of the school administration
- A professional risk assessment evaluation will be carried out during the suspension period

- The Principal, within or at the conclusion of the suspension period, will conduct a hearing to determine whether the student(s) involved will be reinstated or excluded from school
- The student(s) will be notified in writing of the scheduled date, time and location of the hearing and will be entitled to have legal representation and witnesses present

### **General Procedures for Aggressive Behavior**

Guidelines - These guidelines do not replace the laws that govern sexual harassment, hate crimes, or civil rights' violations.

- Harassment form(s) filed with Guidance Office
- Staff referral form filed with Guidance if applicable
- Administration and/or guidance counselor meets with student(s) review policy and implications
- Staff/teachers notified if necessary
- Discipline if necessary issued by administration
- Parent/guardians are notified
- Referral to Student Intervention Team (SIT)
- Parent/guardian meetings when deemed necessary
- Restitution for damages when applicable
- Law enforcement referral

### **Discrimination (Chapter 622)**

In accordance with Chapter 622 of the Acts of 1971, Massachusetts General Laws, no student shall be excluded from or discriminated against in admission to a public school of any city or town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religious or sexual orientation. Any questions concerning this matter should be directed to the Principal.

### **Disturbance of Schools or Assemblies - Chapter 272, Section 40**

Whoever willfully interrupts or disturbs a school or other assembly of people met for a lawful purpose shall be punished by imprisonment for not more than one month or by a fine of not more than fifty dollars; provided, however, that whoever, within one year after being twice convicted of a violation of the section, again violates the provisions of this section shall be punished by imprisonment for one month, and the sentence imposing such imprisonment shall not be suspended.

### **Felony Complaint**

#### **Massachusetts General Law Chapter 71, Section 37H1/2.**

Notwithstanding the provisions of section eight-four and sections sixteen and seventeen of Chapter seventy-six: Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial, detrimental effect on the general welfare of the school. The students shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect.

The student shall also receive written notification of his/her right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his/her request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his/her request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal, or headmaster, including recommending an alternate educational program for the student.

### **Gun-Free Schools**

In compliance with the Federal Gun Free Schools Act, any student who brings a firearm on school grounds is subject to a minimum one-year suspension from school.

### **Hazing**

### **Massachusetts General Laws – Chapter 269**

### **Anti-Hazing Law, M.G.L. c.269, 17-19**

- All student groups and organizations must receive a copy of the

- law and distribute it to all members
- The school has adopted a disciplinary policy for anyone engaged in a hazing situation
- The school will have each officer of the school or affiliated organization sign that the law has been reviewed with its members

### **Section 17- Crime of Hazing: Definition: Penalty**

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St.1985, c.536; amended by St. 1987, c.665.

### **Section 18 - Duty to Report Hazing**

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such a crime shall be punished by a fine of not more than one thousand dollars. Added by St.1985, c.536; amended by St.1987, c.665.

### **Section 19- Hazing Statutes To Be Provided: Statement of Compliance and Discipline Policy Required**

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this

section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and section seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institution, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution that fails to make such report. Added by St.1985, c.536; amended by St.1987, c.665. It is the policy of the Hopedale School System that any student who violates this statute could be subject to removal from the student organization and disciplinary action up to and including expulsion.

#### **Health Education Materials**

Parents may, upon request, review the materials and/or programs used in Wellness classes. **Parents have the right to excuse their child(ren) without penalty from classes, which directly address sex education.** (MGL Chapter 70)

#### **Libraries: Theft of Materials - Chapter 266, Section 99A**

Any person who has properly charged out any library materials or property, and who, upon neglect to return the same within the time required and specified in the by-laws, rules or regulations of the library owning the property, after receiving notice from the librarian or other proper custodian of the property that the same is overdue, shall willfully fail to return the same within thirty days from the date of such notice shall pay a fine of not less than one hundred nor more than five hundred dollars and shall pay the replacement value of such library materials or property, including all reasonable processing costs, as determined by said governing board. Each piece of library property shall be considered a separate offense.

### **Libraries: Destruction of Property - Chapter 266, Section 100**

Whoever willfully, intentionally and without cause, writes upon, injures, defaces, tears or destroys a book, plate, picture, engraving, map, newspaper, magazine, pamphlet, manuscript or statute which belongs to a law, city town or other public or incorporated library shall be punished by a fine of not less than five nor more than fifty dollars or by imprisonment for not more than six months.

### **School Safety Policy**

The goal of the Hopedale School Committee is to promote a safe educational environment for all children. The Committee recognizes the importance of both violence prevention and intervention to accomplish our goal. Preventive measures include promoting staff and student awareness of safety issues. The Committee also encourages a proactive approach to discipline, one that acknowledges responsible behavior as well as establishing school wide rules that are clear and fairly and consistently enforced.

**The School Committee will not tolerate any behavior that disrupts or jeopardizes a safe and effective learning environment, and directs the Superintendent and Principals to review the teacher and student handbooks and the student discipline code to ensure conformance with this policy.**

Safety in our schools is the collective responsibility of our entire community including staff, students, parents, law enforcement professionals and our citizenry. To this end, the Committee encourages all members of our community to teach and model values and behavior that promote a positive school culture, free from intimidation.

### **Smoking Policy**

School Committee policy requires that no student, staff member, or visitor shall use tobacco products in the school building, on school grounds, on school buses, or at school activities. No student shall possess cigarettes or tobacco in any form during the school day, on school grounds, or at school events. Please see the school's definition of what constitutes school property during the school day and what constitutes the hours of the school day found on page 8.

Any student caught smoking or in possession of tobacco products including e-cigarettes and vape pens will be subject to the following procedures:

**First offense:** a minimum of (1) After School Detention and a maximum (1) day of out of school suspension

**All subsequent offenses:** minimum of (5) After School Detentions and a maximum of (3) days of in-house or out-of-school suspension, parental notification; a \$100 fine in accordance with Hopedale Town Regulations

### **Student Demonstrations**

Any student, no matter what the pretext, who deliberately disrupts the orderly process of education, will be subject to immediate suspension from school. This includes any organized disturbance; sit down, strike, walkout, bomb scare, false alarm, or serious vandalism. The leader(s)

of any such disturbance shall be subject to recommendation to the School Committee for expulsion.

### **Substance-Abuse Policy**

The Hopedale School Committee believes that the use of illegal, controlled substances and/or the abuse of legal controlled substances present a clear and present threat to the fulfillment of potential of our students and staff. While the schools do not create substance abuse issues, neither are the schools immune to their effect. Nor can the schools alone resolve the complex issues that substance abuse creates. Only a coordinated, supportive effort by the school staff, parents or guardians, and community resources can stem this insidious threat to the attainment of our life's goals.

The primary role of the schools is the emphasis of prevention through education. At the same time, we acknowledge the need to provide or refer to counseling, therapeutic or rehabilitative resources for those in need of help, and/or to punish or prosecute violations of policy or law as situations present. In this context, the School Committee provides the administration wide latitude to employ the resources or strategies necessary to meet the intent of this policy, and which results in a supportive, safe and healthful school and work environment.

Consistent with statutory requirements, the Hopedale School Committee absolutely prohibits the possession, use, sale or exchange of controlled substances in school, on school property, or at school activities. There will be zero tolerance of abridgment of this policy by students, staff, or members of the general public using school facilities.

### **Weapons, Controlled Substances, Assaults** **Massachusetts General Law Chapter 71, Section 37H.** **Weapons and Controlled Substances.**

Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

### **Assaults**

Any student who assaults a principal, assistant principal, dean, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

Any student who is charged with a violation of either of the above offenses shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either Paragraph a or b of the statute.

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent.

The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

### **Witnesses**

To conduct this investigation in a confidential manner, the district will disclose the contents of your complaint only to those persons having a need to know about it. By signing the complaint, you authorize the district to disclose, as needed, the information you have provided and may in the future provide regarding your complaint.

### **RETALIATION AGAINST A PERSON WHO FILES A FORMAL CHARGE OR COMPLAINT FOR HARASSMENT IS PROHIBITED AND IS GROUNDS FOR DISCIPLINE UP TO AND INCLUDING EXPULSION.**

### **Acceptable Use Policy –Technology**

#### **GUIDELINES FOR ACCEPTABLE USE OF TECHNOLOGY**

##### **District Guidelines**

The Hopedale School District provides computer resources to enhance the educational experiences of its students. The use of the district's computers is a privilege, not a right. All users are expected to exercise their privilege in a manner consistent with the educational objectives of the school district. Any activity that is disruptive or offensive to other students or teachers may be inappropriate. Please note the Hopedale Public School District Technology Department cannot provide support for personal devices beyond connecting to the network.

#### **Students agree to the following conditions:**

1. I will use the Internet, school computers and e-mail for educationally relevant purposes.
2. I will respect the rights of copyright owners and will not plagiarize work.
3. I will not use e-mail, enter any chat rooms or use messaging without permission. I will not access internet proxy sites.

4. I will not download any files or execute attachments from any unknown and/or unsafe sources. This includes the downloading of malicious software, viruses, hacking attempts or purposeful disruption of the network.
5. I will coordinate with teachers on any large scale projects (videos, music etc.) and printing to prevent network slowdown and conserve resources.
6. I will respect all school hardware and never load software or damage any equipment. No student will be permitted to take home district owned technology without prior approval.
7. I will not send, forward, access or post any material that is likely to be offensive, personal, or threatening to recipients or viewers.
8. I will not share my personal information with anyone, use an account assigned to another user or leave the account open or unattended. I will not trespass, delete or tamper with anyone else's files, folders or account.
9. I will promptly inform a teacher if any messages I receive are inappropriate.
10. I understand network files are not private. Network administrators may view the contents at any time in order to maintain system integrity.
11. I agree to maintain any disk quota space provided to me, including email resources.
12. I agree to reimburse the Hopedale Public School System for any losses, costs or damages, including attorney fees, incurred by the school district relating to or arising out of any breach of this Acceptable Use Policy.
13. When connecting a personal device to the Hopedale Public Schools network, it is the user's responsibility to ensure the device is updated with anti-virus software.
14. No personal devices may be connected to the wired network. Students may not create unauthorized wireless networks such as hot spots. This includes establishing wireless access points, wireless routers, or open networks on personal devices.

The technology department reserves the right to remove any personal device from the network. I understand that if I violate this contract, the consequences could be the revocation of all network access, suspension from school, and legal action by the authorities.

### **Jr.-Sr. High School Guidelines**

Students at the Jr-Sr High School are prohibited from using a cell phone or electronic device (e.g. cell phones, iPods, tablets, etc.) in the classroom without teacher permission. Students are expected to

put away and silence all devices during class time. Students are encouraged to review the student handbook policy on Electronic Devices, pg. 34 or online under the Regulations Tab.

## **ADDENDUMS for HYBRID and REMOTE LEARNING**

### **Acceptable Use of Technology Addendum for Synchronous/Remote Learning**

In response to the hybrid learning model and remote learning academy for the reopening of school in the 2020-2021 school year, the Hopedale Public Schools has identified additional needs for permission and expectations of students with the use of additional systems, software, hardware and platforms that include video and/or audio communication, recording and related services as part of the classroom and education experience. This addendum will take effect for the 2020-2021 school year for all students that have accepted the Acceptable Use of Technology policy (IJNDB) for the Hopedale Public Schools.

1. Students and parents/guardians must not save, record, share, or post any remote learning session, meeting, or related classroom systems or save any copies, recordings, materials, or photographs of/from said learning session, meeting or related classroom system.
2. Students must treat each other with respect. Students must obey school rules at all times, including the student handbook, Acceptable Use of Technology and all other school policies, rules and expectations. The student code of conduct applies to all remote learning sessions. Students may be disciplined consistent with the student code of conduct for violating school rules during the sessions. Parents/guardians are responsible for monitoring their child's use of the provided services and programs.
3. The District reserves the right to remove a student from a remote learning session for inappropriate behavior or conduct.
4. During online instruction, information regarding students and/or their voice, image and writing may be shared with other students (e.g., live video meetings, group chats, shared assignments, video feeds, platforms using audio/video) who are participating in remote learning. However, the District takes steps to ensure that student record information in its possession is maintained in accordance with applicable laws.
5. The District assumes no liability and makes no representation regarding the quality of the audio or video conferencing service used.
6. The District has in good faith attempted to ensure that audio and video conferencing and related remote learning needs are compliant with FERPA, CIPA, COPPA and all other applicable federal

and state laws. The District will take all reasonable measures to preserve your privacy and the privacy of the student, and each of our educators will continue to maintain the privacy of student record information.

By participating in remote classroom sessions during the hybrid model or remote learning academy, you consent to the use and services of the additional systems, software, hardware and platforms provisioned by the Hopedale Public Schools for the use of remote learning and acknowledge that you have read, understand, and agree to all of the above requirements and restrictions. If you DO NOT AGREE to these expectations and terms please contact your building office.

### **Student Norms**

This document is an addendum to the Parent/Student Handbook in order to maintain the health and safety of all staff and students. All of the Norms are expected to be followed during the school day and during school-related activities and are subject to staff discretion. There are some Norms that apply to **in person** instruction and others that apply to **remote learning**.

### **In Person Learning**

#### **Arrival/Dismissal**

- Students will not enter the building prior to 7:20 AM. Upon arrival at school, students will enter through the appropriate doors and follow proper directional arrows to their first period class.
- Upon arrival to the first period class, students will report to their assigned seats and adhere to all classroom expectations.
- At dismissal, students are expected to leave the building unless prior arrangements are made with a specific teacher/coach.
- Students will exit the building using the most convenient door following the “One Way” directionals.

#### **Masks**

- Students should wear masks while on school property or attending school functions. Teachers may permit mask removal during school hours when outside and greater than 6 feet social distancing can be attained.
- Students should not remove masks, in the classroom, without the permission of the teacher. Students may be directed to use the “break space” outside of the classroom one at a time.

#### **Social Distancing**

- Students should not move desks without permission from the teacher. This includes the desks being used in any lunch space.

- During emergency situations, drills, lockdowns, or individual health emergencies, students should choose the safest direct path to their destination.
- During class, one student at a time may leave their seat while maintaining social distancing.
- Students will follow the proper directions in the hallway at all times.
- During passing times, students will report to their next class without stopping in the hallway.
- Students will maintain 6 feet of social distancing during passing time.

### **Bathroom**

- Students should not use the bathroom during passing time. Students need permission from a staff member to use the bathroom.
- Bathrooms should not be occupied by more than two people at a time.

### **Health Office Visits**

- When a visit to the Nurse's office is necessary, students should have their teacher contact the Nurse for permission.
- Students are not permitted to visit the Nurse's office in between classes.

### **Cell Phone Usage**

- Chromebooks are the primary device for students.
- Cell phones are not to be used in class or in the hallways.
- Cell phones may be used at lunch and outside during mask break periods.

### **Personal Items**

- Students should not be sharing any personal belongings with other students.
- All personal belongings should be kept on each student's person. Items should not be stored anywhere in the building.

### **Screen Usage**

- Adhere to all acceptable use guidelines for computer use within the classroom.
- Teachers may record lessons. Students will not record teachers or any online learning.
- Students are expected to have their laptops fully charged at the beginning of each day.

### **Headphones**

- Students are encouraged to have headphones on their person in the classroom.

- Headphones are to not be in students' ears unless it is required as part of the teacher's lesson.
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### **Remote Learning**

- Students should be prepared to begin the school day at 7:40 AM. It is the students' responsibility to check their email/Google Classroom for daily updates.
- Behavioral expectations for remote learning are identical to the behavioral expectations of a physical classroom.
- Students are required to follow the same dress code rules as if they were in the school building.
- Students will make every effort to be in a quiet, distraction-free environment while on screen.
- Capturing screen images without permission is prohibited and disciplinary action will result.
- Students will utilize the chat feature only to ask or answer questions. Students will use appropriate language.
- Students will remain muted in the classroom unless instructed by the teacher.
- Students should be visible on screen during remote learning.
- Students are expected to be focused on the class lesson by avoiding multitasking with other devices or activities during class hours.
- Students are expected to maintain academic integrity when working on individual projects, assessments, and other lessons given by the teacher. Plagiarism and/or cheating, including collaboration without teacher permission, is prohibited and will result in disciplinary action.